

# Art Docent Checklist

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- Gather project ideas and meet with other docents from your class (and grade).
- Meet with teacher to discuss project idea and set a date for project.
- Have teacher reserve art room. (One month at a time!)
- Create a lesson plan and identify key learning objectives (This should be really simple!)
- Locate visuals (books, prints, internet) and supplies (purchase if needed, or reserve art room supplies).
- Prepare supplies.
- Test the project out on your own child beforehand.
- Recruit additional parent volunteers as needed.
- Arrive early and set up. (Write your lesson on the board.)
- Teach lesson (about 10 minutes) and then make art!
- Summarize and reinforce what you are teaching multiple times. (Ask the kids over and over “What was the name of the artist we’re learning about? What is it called when we paint with dots?)
- Clean up. (Leave the room cleaner than you found it!)
- Write take-home note and give copies to teacher. Also put a copy in the principal’s mailbox. (...unless your teacher is already including information about the project in their weekly newsletter to parents.)
- Frame/mount artwork and add name labels.
- Hang the art (ask your teacher for the best location), and create a sign describing the project to hang with the art. **PLEASE DON’T FORGET THE SIGN!**
- Save all artwork for display on Art Night. Ask your teacher where to store the art. (It is ok for seasonal and 3D work to go home. Just take a picture of the 3D work!)