

**Hillwood Estate, Museum & Gardens
Interpretation Volunteer Daily Schedule
Sunday, March 12, 2023**

Total number of pre-registered visitors for the day: 39

Reminders:

- Please see the "Volunteer Briefing Notes" sheet for more details regarding today's activities.
- The tour capacities for both **mansion tours** are a hard stop and **no additional visitors** outside of the allotted tickets can be accommodated at this time.

MANSION DOCENTS				
11:30 a.m. tour - 4 docents: 20 Brookings Institution 20 day-of tickets available		1:30 p.m. tour - 4 docents: 0 group tickets 40 day-of tickets available		3:30 p.m. tour - 1 docent: 0 group tickets 10 day-of tickets available
Shift Assignments:	To:	From:	Mansion Tours:	
Mansion Tours: (11:30 & 1:30)	11:00 a.m.	3:00 p.m.	A- B- C- D-	Margaret Simms Wilhelmina Irshad Carol Buckland Margaret Vassilikos (11:30) Martha Solodky (1:30)
Mansion Tours: (3:30)	3:00 p.m.	5:00 p.m.	A-	Eleanor Gease

VISITOR SERVICES VOLUNTEERS				
Shift Assignments:	From:	To:	Tour Desk:	Mansion:
Morning Shift	9:30 a.m.	11:45 a.m.	Jan Abraham Lou Ann Francis Virginia Kennedy	Eileen Cape Michelle Spencer
	11:45 a.m.	1:30 p.m.	Eileen Cape Michelle Spencer	Jan Abraham Lou Ann Francis Virginia Kennedy
Afternoon Shift	1:00 p.m.	3:00 p.m.	Jane DeCell Suzanne Morgan	Fran Vogel Kiska Williams
	3:00 p.m.	5:00 p.m.	Fran Vogel Kiska Williams	Jane DeCell Suzanne Morgan

PLEASE DO NOT THROW AWAY UNTIL END OF WEEK – THANK YOU!
Volunteer Briefing Notes | March 7-12, 2023

This Week's Events

Gardener's Focus Tour | An Orchid-Filled Greenhouse
March 8 (10:30 a.m. & 12:30 p.m. @ the visitor center conservatory, 2nd floor)

Join one of Hillwood's orchid experts for a tour of the greenhouse, which houses Marjorie Merriweather Post's extensive collection of exotic orchids, as well as cut flowers grown for floral arrangements throughout the mansion. Tours are 20 minutes and **tickets will be handed out day-of by VSVs at the tour desk.**

Long-Term Updates and Reminders

Telephone Room in Mansion on Display

The telephone room on the first floor of the mansion has been refurbished with historic pieces featured in the only archival photo taken prior to the mansion's transition to a museum. The telephone room, its historic wallpaper, and the various documents on the wall are now visible from behind a stanchion.

Determined Women: Collectors, Artists, and Designers at Hillwood
Exhibition on display in the dacha from February 18 – June 18, 2023

Hillwood founder Marjorie Merriweather Post was an astute business executive, discerning collector, and committed philanthropist. As a strong woman in a male-dominated world, she greatly admired her predecessors—influential women who ran countries, inspired reforms, supported culture, and created art and design. This special exhibition will explore the innovating and intrepid collectors, artists, and designers within Hillwood's collection, those who set an example for Post and future women by making a place for themselves and overcoming obstacles through their determination to succeed. More info for volunteers can be found on the volunteer website.

Update to Docent-led Tour Procedures

With the continued decline in COVID-19 cases across the DMV, and in an effort to continue offering a gracious, warm welcome to all visitors at Hillwood, we hope that you will join us in welcoming back the below pre-pandemic policies for our docent-led tours:

- **Tour Capacity:** We are resetting the max capacity for visitors on tours to 10 per mansion docent and 15 per garden docent.
- **Docent Leader of the Day:** We will be re-instituting the practice of the "docent leader of the day." As you may recall, before the pandemic the docent on the "A" tour route would help begin the tours for each tour time by giving a brief introduction once all guests are assembled, providing a short overview of key policies, and dividing the guests evenly into tour groups.

VSV Visitor Orientation: Highlights and Reminders

The tour desk is the first stop for many guests during their Hillwood visit. Help us orient guests to not only Hillwood, but also Hillwood policies, by reminding guests of important guidelines to follow. You can also point out to guests that all Hillwood policies can be found in the visitor brochure. If there are any questions on what may be allowed, please feel free to defer to our wonderful security team and museum attendants while in the mansion, or visitor services staff in the visitor center.

- **Coat Check Policy:** Visitors, staff, and volunteers are required to check all backpacks, shopping bags, water bottles, and unworn coats while visiting the mansion, and to leave large/bulky items outside the exhibition space and mansion. **Please help assist our security team in collecting coats, and our docents at the start of tour times with ticket collection.**
- **Strollers:** Due to the smaller space, strollers must be left outside both the mansion and exhibition.
- **Photo Policy:** We ask that guests refrain from using flash photography or videotaping in both the mansion and exhibition. Encourage guests to instead take non-flash photography, and to tag @HillwoodMuseum in any they post!

Merriweather Café | Please join us for a delightful selection of sandwiches, soups, salads, and more, Tuesday through Friday from 11 a.m. to 4 p.m. and Saturday and Sunday from 10 a.m. to 4 p.m. Order inside at the counter and have a delicious meal brought to you. Full-service dining will return in late March.

Hillwood Estate, Museum & Gardens

HILL Group Itinerary Report

Page 1 of 1

Parameters

Event Code: GV20230312

Event Start Date:

Event End Date:

List No.: (None)

Name	Qty	Ticket Type	Perf Name	Order No.
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Arrival Date: 03/12/2023

236915 Brookings Instituion

Initiator: Emilie Kimball (202) 797-6246

19 Group (1 Tour)

2023 General Visit

1 Group Complimentary

2023 General Visit

20 Total Visitors

Balance: \$0.00

Order No: 493653

Arrival Time:

11 a.m.

Cafe Reservation:

12:45 p.m.

Garden Tour Time:

N/A

Mansion Tour Time:

11:30 a.m.

Program time:

N/A

Transportation Type:

Cars

Departure Time:

N/A

Notes:

N/A

Mansion Tour Attendance

Attention Docents: Please record your tour attendance below.

- Record the **highest number** of people you had during your tour (regardless if visitors joined late or left early).
- Fill in **"0"** if you had **no visitors** for your tour. Thank you!



Sunday, March 12, 2023

Docent	Tour Time & Attendance	
	11:30 a.m.	1:30 p.m.
Margaret Simms		
Wilhelmina Irshad		
Carol Buckland		
Margaret Vassilikos (11:30) Martha Solodky (1:30)		

Docent	Tour Time & Attendance
	3:30 p.m.
Eleanor Gease	