

SUMMER GUIDING PROTOCOLS

For the Summer (June – Sept) the following processes will be followed:

1. There will be no Friday email with the weekly guiding schedule. Instead refer to the Summer Master Calendar posted on the Guild website. (www.heardguild.org) I'll send out an update near the start of each month.
2. Still no need for a sub. For the **SUMMER ONLY**, there's no need to notify me if you're going to be absent, but you must notify your fellow shift mates. As with most rules there's an exception. Please let me know if you'll be absent in an upcoming month; e.g. if you know in June you'll be missing a shift in July or later. That way I can update future calendars.
3. If your absence will leave the Museum without a guide for your shift, you **MUST** notify the Admissions Desk at 602 252-8840.
4. We'll be closed on Mondays June – August; returning back to Monday scheduling in September.
5. I'll be sending out the notice of Fall/Winter/Spring scheduling in August.

We will resume normal operations in October. In the meantime keep track of private and school tours not yet scheduled at the Guild website.