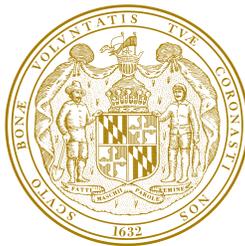


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To: Guides and Interpreters

From: Maryland State House Office of Interpretation

Date: December 29, 2011

Re: Maryland State House Tour Guide Accreditation

In 2012, the Maryland State Archives and the State House Office of Interpretation will implement the inaugural Maryland State House Tour Guide Accreditation Program. This annual program will be unveiled in conjunction with the opening of four new interpretive exhibits, including two newly-restored rooms. These new exhibits constitute the continued implementation of the State House Master Plan for the Visitor Experience, and will introduce, for the first time, a holistic and chronological interpretation of the State House. In conjunction with the design of these new exhibition spaces, the Department of General Services Police and the State Fire Marshall have established new occupancy limits for all public spaces within the building. This annual training session will ensure that all guides have the most accurate and current information about the State House and the safety guidelines for visitors, so they are equipped to provide the best possible experience for the 150,000 annual visitors to the capitol.

This program is for anyone who leads public (free or paid) tours of the Maryland State House. Attendance is not mandatory, but those who complete the training program will become certified State House guides and receive a copy of the most up-to-date interpretive binder prepared by the State House Office of Interpretation. This authoritative binder is written by curatorial staff of the State House Office of Interpretation, and will include specific information about all exhibits, artifacts, and works of art presently on public display in the State House. Certified guides will receive any updates to the interpretive binder that are made during the year of certification.

The program will consist of a three-hour training session led by the staff of the State House Office of Interpretation, followed by a take-home test. The majority of the session will be devoted to explanations of the new exhibition spaces, but logistics and safety precautions will also be covered. Attendees who complete the training session and pass the written test will be accredited for the 2012 calendar year and will receive a copy of the 2012 tour manual and proof of certification. Annual recertification sessions will be held starting in 2013.

Three training sessions will be offered during the 2012 legislative session and the planned opening of new interpretive exhibits in the Old House of Delegates Chamber, State House Caucus Room, Stairwell Room, and Archives Room.

Maryland State House Tour Guide Accreditation
Guide Training Sessions

When: Training sessions are scheduled to take place on:

- Saturday February 25th, from 9 to 12 pm;
- Monday February 27th, from 9 to 12 pm;
- Monday March 5th, from 9 to 12 pm.

Where: Each session will be held in the restored Old House of Delegates Chamber in the Maryland State House.

Costs: \$35 for the initial certification; \$25 for recertification.

Reservations and pre-payment are required.

For reservations or questions, please contact 410-260-6418 or sashal@mdsa.net.

The State House Office of Interpretation is a program of the Maryland State Archives