

DOCENTS' TIMETABLE 2026

[illegible]

LEGEND / INSTRUCTIONS

Period covered	1-12 September 2026 (12 days); ONLY the opening/press days, NOT the training days (28-31/8, tracked separately by the cooperative on a different timesheet).
1 September - PRESS DAY	Reduced hours compared to other days: shift 11:30-15:00 and 15:00-18:00 (instead of 9:30-16:00 / 16:00-22:00). The automatic red font on times already uses these different standard hours for this column only. No mandatory break (shift under 6 hours).
'La Laguna Parla' (5/9 evening)	One-off special event, on stand-by; for now it does NOT have a dedicated row/station in the template (coverage will be taken from another slot's lunch break). To be defined together later, whether and how to track it.
The 96 rows	Mirrored structure as in the historical files: MORNING block and AFTERNOON block, each with the same 39 stations in the same order (same No.), + 8 'Day off change' rows + 1 'Vice' row.
The 39 stations	Pre-filled with title and category taken from the 2026 Schedule (Docents column filled = single station; Docents column empty = shared with the neighbouring title, hence two titles in the same row). The 3 'Best of Worlds' rows and the 2 'Vrchat (shared-competition)' rows (Back to the Experience/Nel Blu) are rotating pools, with no fixed title to assign. Categories may be refined over the coming days: to be reviewed together.
NAME column	Filled in gradually as assignments are confirmed (bold = manually entered). Vice and VrChat Welcome Desk (both shifts) are now confirmed - Sara Ghahem (Vice, morning), Francesco Kleinschmidt (Vice, afternoon), Sara Baldan (Welcome Desk, morning), Vittoria Coccoza (Welcome Desk, afternoon). The 3 AVP stations are also filled in (still provisional, see Promemoria). All other rows are still blank on purpose: cross-referencing availability, experience and how the days off fit together, as explained together.
SHIFT column (C)	MORNING / AFTERNOON for the 39 stations, REPLACEMENT for 'Day off change' and 'Vice' (their hours vary from day to day, so they are not flagged as 'non-standard').
WORKSTATION column (D-E)	Drop-down menu. Selecting an entry automatically colours the entire row (up to the last day) with the same colour code used in past years.
'Vice'	No colour of its own, as always. Replaces the role held by Giulio Barbani in 2025; in 2026 it's 2 people (1 per shift).
Automatic red font on times	Triggers when a time differs from that day's shift standard (different for 1/9, see above).
Day off	Leave that day's Entrata/Uscita cells empty.
TOTAL HOURS PERIOD column (green)	Automatically sums the hours worked in the period for that person.
BREAK OF WORKSTATION / TIME OF BREAK (min)	TIME OF BREAK is normally a number of minutes; it sometimes contains text like '60+50' for split breaks, in which case the automatic total (SUM) does not count them and they must be added manually.
Comfort Rating / Emotional Rating / RATING	Drop-down menu on the historical scale: Comfortable / Moderate / Intense / Extreme. RATING is an overall assessment chosen by whoever fills it in, not an automatic average. The second block is used for whoever covers a second installation.
Summary at the bottom	The total rows (morning/afternoon/replacement shift, hours/day, breaks, total period) are automatic formulas (SUMPRODUCT).
Staff roster	The 'Staff List' contains the 24 people confirmed so far (the 'veterans'); the rest of the team arrives Tuesday from the cooperative.
Days off (dayoff) - NEW	Instead of the generic 'Day off' text, the Entrata cell of the day off now takes a NUMBER from 1 to 8, automatically highlighted (yellow/amber background, bold text). The number identifies WHICH of the 8 cover staff ('Day off change' rows) takes on that station that day: 1-2-3-7 = Installations cover, 4-5-8 = AVP/Stand alone-360 cover, 6 = Vrchat cover. The Uscita cell stays empty.
Why it doesn't 'break' the hours calculation	The total hours per person only adds up days where Entrata AND Uscita are both valid times (ISNUMBER). A coverage number on its own, with Uscita empty, fails this condition and counts as 0 hours for that day, exactly as 'Day off' did before: only the readability changes, not the calculation.
Automatic coverage check	At the bottom of the sheet (below the hours summary) two 'DAYOFF COVERAGE CHECK' rows verify, day by day, that the same number 1-8 does not appear twice in the same shift (which would mean asking the same person to cover two stations at once). If it happens the cell shows 'CONFLICT' in red; otherwise it stays 'OK'. Check already passed on all currently planned days off: no conflicts detected.
'Day off change' rows (the 8 cover staff)	The WORKSTATION column of each of the 8 rows now directly shows 'Day off change 1'...'Day off change 8' (same number used in the stations' Entrata cells), so the reference is immediate without having to open Docent Notes. The Docent Notes column additionally shows the area of competence ('Coverage IN - Installations/AVP-Stand alone/Vrchat'). The cover staff have their own days off too (same max-6-consecutive-days rule as everyone else). The NAME column is still to be filled in once people are assigned.
Three kinds of day off - amber / coral / blue (NEW)	MANDATORY (amber background): the standard structural day off, every ~6 days, not tied to any personal request. REQUESTED (coral/terracotta background, added 23/8): a specific real person's fixed, non-negotiable request (e.g. Grassigli 'NOT 11 and 12/9' - only the exact date(s) that person asked for are coloured coral, even if the same row has other, non-requested days off that stay amber. EXTRA/flexible (blue): on lower-demand days a cover-staff number can be active (not on its mandatory rest day) yet have no station left to cover - instead of showing a flat standard shift as if working, it is marked 'Day off (extra)'. Blue days are they do NOT use the 1-8 numbers: they are managed as a reciprocal pair (the 2 people in the role cover each other). When one of them is 'Full day' the other is off that day (cell left with 'Day off' only as a text reminder, it does not enter the cover-staff count). 'Full day' is now populated with the real time, from the start of the morning shift to the end of the afternoon shift of the same day (e.g. 9:30-22:00, or 11:30-18:00 on 1/9), with no break.
VrChat Welcome Desk and Vice - different system	
1 September - corrected hours	The label at the top now correctly shows 11:30-18:00 (it previously incorrectly said '12-18'); the standard hours used by the automatic red font were already correct (11:30-15:00 / 15:00-18:00), only the visible label was inaccurate.
Docent Notes: short tag + 'Notes' sheet	To keep every row the same fixed height (no wrap, no taller rows), a Docent Notes entry longer than about 60 characters is shortened to a brief tag ending in '-> see Notes'. The full text is on the new 'Notes' sheet, matched by station No. (or 'V' for Vice) — same note applies to both the MORNING and AFTERNOON blocks.
Entrata/Uscita: real hours from the Schedule	For the 39 stations, MORNING Entrata = first show of the day (before 16:00) MINUS 30 minutes (arrival, station setup, briefing with materials); MORNING Uscita = end of the last show before 16:00, real time (this can leave a gap before the afternoon starts for some stations — e.g. Everest, Bowie — to be reviewed case by case later). AFTERNOON Entrata/Uscita = first/last show from 16:00 onward, real times, no margin (the previous shift's docent is already there and has already set up). 1 September (press day) always uses the flat standard hours, not derived. Stations with no Schedule data (Nothing to See Here, Vrchat Welcome Automatically assigned: 40 minutes (matching the historical convention), centred on the midpoint of the shift, only when the shift is 6 hours or longer. VrChat Welcome Desk and Vice never get a break (per your instruction). Times are a reasonable default — adjust by hand if a specific slot needs to shift.
Lunch breaks (BREAK OF WORKSTATION)	

WORKSTATION colours (applied automatically)

Installation (dedicated)	
Installation (shared)	
Stand alone/360 (dedicated)	
Stand alone/360 (shared)	
AVP (dedicated)	
AVP (shared)	
Vrchat (shared)	
Vrchat (shared) - competition	
VrChat Welcome Desk	
Day off change 1-8	
Vice (no colour)	

Full Docent Notes

The Docents Schedule sheet shows a short tag in Docent Notes ("→ see Notes") for anything too long to fit the fixed row height. Full text below, matched by station No. (same for both MORNING and AFTERNOON blocks) or "V" for Vice.

No.	Title	Full note
1	Everest: The First Ascent	Audience: 4/slot 2 parallel units running simultaneously, staggered start times for onboarding Also helps cover Bowie Unseen Unheard during breaks (4 shows/day, split with the Amsterdam docent) — details to follow
2	Amsterdam 1652: The Hands of the City	Audience: 4/slot 4 parallel units running simultaneously, staggered start times for onboarding Also helps cover Bowie Unseen Unheard during breaks (4 shows/day, split with the Everest docent) — details to follow
3	Bowie Unseen Unheard	Very loud audio, takes place when neighbouring stations are on break Audience: 25/slot Only 4 shows/day: covered by the Everest and Amsterdam docents during their breaks (details to follow) — for now shown as if it had its own dedicated docent
6	Smithsonian Starstruck: An Immersive Experience	Audience: 4/slot 3 parallel units running simultaneously, staggered start times for onboarding
7	Nevatars	If you use glasses, we recommend contact lenses, or our team will adapt the headset on-site based on your prescription 2 parallel units running simultaneously, staggered start times for onboarding
13	Out of the Ashes	2 standing stations and 1 seated 2 parallel units running simultaneously, staggered start times for onboarding (1 unit standing capacity, 1 unit seated capacity)
14	Galapagos: The Last Eden	2 parallel units running simultaneously, staggered start times for onboarding
34	Back to the Experience / Nel Blu	Audience: 3/slot — 2 docents on duty together (shared with the other Back to the Experience / Nel Blu row)
35	Back to the Experience / Nel Blu	Audience: 3/slot — 2 docents on duty together (shared with the other Back to the Experience / Nel Blu row)
36	Best of Worlds	Audience: 6/slot — 3 docents on duty together (rotating programme of short titles)
37	Best of Worlds	Audience: 6/slot — 3 docents on duty together (rotating programme of short titles)
38	Best of Worlds	Audience: 6/slot — 3 docents on duty together (rotating programme of short titles)
V	Vice	Special Event 'La Laguna Parla' (from the Schedule): 5 September ONLY, 19:00-19:45, capacity 200 (175 general + 25 press/VIP). Public instruction: 'Kindly arrive at the Venice Immersive Island well in advance'. Currently on stand-by, no dedicated row yet: coverage approach to be defined together