

Quincy Preserves Fall Home Tour 2090

Sat • Oct. 17, 10AM – 5PM

Tour House Address: 930 Kentucky

Home Owner(s): Ken & Clarre Goerlich Phone: 2-3215

House Captain (s): Ken & Terri Morris

- X 1-2 months prior – Confer with the Historian who originally visited the home – Discuss any information on the home and feature notes they may have already prepared.

Historian: ~~Sue Schwartz~~ ^{Imean} Phone: 3-4356

Contact the homeowner, confirm they received their informational letter (if not, provide one). Set a time to visit the home for a walk thru, set traffic flow patterns, determine restricted areas and station locations. Discuss notable home features, history, renovations that can be printed on guide notes for the volunteers and passed from shift to shift. Get approval to place a front yard sign 6 days prior to Tour. Ask if they have a card table and chairs for ticket table and front door seat for slipping on booties.

- X 6 weeks prior – Secure your volunteer guides and alternates. Try and recruit volunteer guides who are current QP members. Use the attached schedule to keep track and provide a copy to the Chairperson and a copy for the ticket table on the day of the Tour. Make sure the volunteer guides are comfortable directing the visitors, reading the note cards and are dependable! Ask them to arrive 10 minutes before their shift so proper instructions can be given to them. Have them check-in and check-out with you so you are aware all stations are covered and informed of their duties. Remind them of the "After Tour Party" that evening!

- ✓ 4 weeks prior – Attend House Captain informational meeting with Chairpersons.

- ✓ 3 weeks prior – Mail or deliver "After Tour Party" invitations to your Home Owners and volunteers. Party info: 6:30-? at Quincy Art Center

- ✓ 1 week prior – Call your Homeowners & volunteer guides and secure their RSVP for the "After Tour Party". Contact Co-Chair (Deb Davis) with RSVP data.

- ✓ 3 days prior – Call & confirm with Home Owners & Volunteer guides

Tenant Brian Wagner
4-1611
257-5466