

___ 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

Thurday
___ ~~1 day prior~~

– Pick up the following supplies from 4-7PM from 2302 Jersey.

- Booties & baskets for front & rear entrances
- Front door mats & carpet protectors
- Cash box with \$100 starting fund, name tags, pens, accounting sheet
- Ticket books
- Ribbon, tape & scissors for doorways to rooms that are restricted
- Signs for front doors – No smoking & No Photo's & No Food/drinks
- Brochures – "Come & Join the Quincy Preserves"

___ Day of Tour – Arrive at your "House" 30-45 minutes early. Set up ticket table with supplies, put up front door signs and door mat, ribbon off restricted areas, have "Feature Note Cards" ready for volunteer guides, insure flowers have been delivered. Have your volunteer schedule form and a copy for the ticket table. Neatly prepare a name tag for each volunteer guide.

QP Treasurer will conduct a "cash pick up" at sometime during mid tour

Present Homeowner with gratitude gifts:

- 2 Tour tickets
- A one year QP membership
- Matted print of home
- Fresh floral arrangement
- Remind them of the "Post Tour" appreciation party - *volunteer @ party -*

only

Post Tour – Collect all supplies and return them to: 2302 Jersey by 5PM.

___ Complete accounting sheet & give to treasurer when returning supplies

We sincerely thank you for your help! If you have any questions or concerns, please call the tour Chairpersons:

Kay Weiss 228-1613 / 257-1629

Deb Davis 223-3306 / 316-1192