

Quincy Preserves Fall Home Tour 2010

Sat • Oct. 16, 10AM – 4PM

Tour House Address: Underbrinks Bakery

Home Owner(s): Leroy Rossmiller Phone: 2-1831

House Captain (s): Janet & Carla

____ 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 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. Confirm if they would want carpet runners/protectors for their floors and if so, coordinate need with the Board Member who will assume this task.

____ 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. If they are ticket takers, please advise them to dress for cool weather! Remind them of the "After Tour Party" that evening!

(2) copies
Keep moving

____ 4 weeks prior – Attend House Captain informational meeting with Chairpersons
Secure postage stamps for the invitations from your Chairperson.

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

7pm

Booties & trail
can take it