**2016 Tour of Homes Volunteer Instructions**

**Your shift:**

* You made it to your shift! Thank you for volunteering!!!!!!!!
* **Please let us know if anything changes!** Call Cindy at 703.424.0618 if your shift buddy doesn’t show up or if you have any burning questions. She will make every attempt to meet all of you at some point during the shift.
* Please **do not let anyone in a home prior to or after tour times**:

Saturday 12:00PM to 6:00PM  
Sunday 12:00PM to 6:00PM

**Now that you’ve arrived:**

* **Each location should have:**
  + Name tags and Sharpies. Please leave the Sharpie and empty name tags when you’re done - someone will pick those up later.
  + A goodie bag.  Please take only one goodie bag for each shift you volunteer.
  + Write your name on a name tag and stick it to your shirt. ☺
* **Familiarize yourself with your assigned location** (we provided an email to you with instructions for viewing the Tour Booklet online), and introduce yourself to the homeowner if they're there so you can receive any special instructions from them.
* **Greet people** as they arrive and "X" out the location’s number on the back of EACH Tour Booklet and EACH Tour One-Pager\* with the Sharpie marker. For everyone’s safety, anyone entering the home must have a Tour Booklet or One-Pager to gain access to a home/site.
  + \*The One-Pager is one sheet of thick paper that is the front of the tour booklet on one side and the back of the tour booklet on the other side with no pages.
* Please do not leave the front door unmanned, but if you have volunteer buddy one of you can occasionally walk through the house and make sure no one is going through drawers or closets. Feel free to talk to the tour goers!
* Please **do not leave a home** without the next volunteer taking over for your shift. Please take a few minutes to “train” the next volunteer with any helpful information, popular questions asked, and any tidbits from the owner.
* Think of the home as your home.

**Your Free Ticket info:**As a volunteer you may pick up your free tour booklet (i.e., the ticket) at the ticket booth at any time – no need to check in first! The ticket booth is located at the Erskine Fountain on Cherokee Ave across from Ormond Street. You will see a tent there. We trust you'll still show up for your shift even if you get your Tour Booklet early! You must go to the ticket booth to get your free Tour Booklet.   
  
Mothball tickets: Your name will be on a list at the door the night of the Mothball. We do not have a physical ticket to give you for the Mothball.

**TOUR COMMITTEE CONTACT INFO ON BACK**

**For any problems, please call:**

Heidi Reis, GPNA Tour of Homes Chair 917.822.5770  
Cindy Comisky, GPNA Tour of Homes Volunteer Coordinator 703.424.0618  
Lauren Rocereta, GPNA President 678.414.6745  
For emergencies call 911

Have fun and thank you!!!