Park Hill
HOME TOUR
& STREET FAIR

Home Docent Volunteers

Brief overview of your role:
The Home Docents are the guides in each home. You will ensure the proper follow of traffic, answer questions about the home, and keep an eye on the home to ensure no theft or damage occurs.

Schedule overview:

Saturday	3:30 PM – 4:00 PM	Meet & Greet
	4:00 PM – 6:00 PM	Preview Event
	6:00 PM - 8:00 PM	Appreciation Party
Sunday	11:00 AM - 5:00 PM	Park Hill Home Tour & Street Fair

Meet & Greet and Preview Event – Saturday 3:30 PM – 6:00 PM

- Please attend the meet & greet at your assigned home at 3:30 PM on Saturday. You will meet the homeowner and the home coordinator, learn the flow of the tour, and receive details and facts about the home. We *strongly* request that you attend the meet & greet if at all possible.
- Following the meet & greet, you are invited to preview the remaining tour homes from 4:00 PM – 6:00 PM. Your volunteer nametag is your pass to preview the homes.

Appreciation Party - Saturday 6:00 PM - 8:00 PM

- You are invited to our Appreciation Party on Saturday from 6:00 PM – 8:00 PM. Please note the party is for volunteers and sponsors only; no additional guests please. An invitation will be sent to you with additional details. The party is not mandatory, but recommended - it is a lot of fun!

Park Hill Home Tour & Street Fair – Sunday 11:00 AM – 5:00 PM:

- The Park Hill Home Tour & Street Fair takes place on Sunday from 11:00 AM – 5:00 PM. You have signed up to help as a **HOME DOCENT**. The times for this shift are **10:45 AM - 2:00 PM** and **1:45 PM - 5:00 PM**. Please refer to your sign-up confirmation or contact us to confirm your shift time.
- Your volunteer nametag is your pass to tour the homes before or after your shift.

Please **ENSURE**:

- First and foremost, that everyone has a GREAT TIME! Remember to smile and be friendly!
- The flow of visitors runs smoothly and follows the established pattern.
- Visitors only go to the parts of the house where the homeowners have granted access.

- The homeowners' privacy is respected
- No damage comes to the home.
- No theft occurs
- Interesting information about the home is passed on to visitors

Please advise visitors that they **CANNOT**:

- Take food or drink into the homes (water bottles, snacks, etc. can be left out front)
- Take photos
- Sit on furniture
- Use bathrooms in the home (portable toilets are available at the Street Fair)
- Open drawers, doors, refrigerators, closets, etc.
- Let children tour unattended or be unruly
- Wear shoes in the homes. Visitors may either wear booties or socks. Bare feet are not allowed. Booties will be available at the ticket table. Ask guests to keep their booties for the duration of their tour. Once they have reached the last house, they should recycle them in the provided container. If visitors remove shoes and walk through with socks, please have them carry their shoes with them. The exit is typically not the same as the entrance.

Please **DO**:

- Have fun interacting with the visitors!
- Arrive on time
- Look to the Home Captain for direction and to answer questions
- Wear your name tag (provided at each house)
- Move around in your area of the home to monitor what is happening
- Bring water
- Dress comfortably (especially your feet)

For any questions or concerns on the day of the home tour, please contact your Home Captain. For any questions prior to the day of, please see contact information below.

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