

Park Hill HOME TOUR & STREET FAIR

Ticket Seller Volunteers

Brief overview of your role:

As a ticket seller you will sell tickets to visitors as well as check wristbands for entry.

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

- Ticket Sellers who are assigned to a featured home are requested to attend a 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.
- Ticket Sellers who are assigned to the Ticket & Info Booth at the Street Fair need not attend a meet & greet. Starting at 4:00 PM, simply begin your preview at any of the featured homes where you will receive your volunteer nametag as 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 **TICKET SELLER**. The times for this shift are **11:00 AM - 2:00 PM** and **2:00 PM - 5:00 PM**. Please refer to your sign-up confirmation or contact us to confirm your shift time and shift location. Note the Ticket & Info Booth at the Street Fair will be at Montview and Forest Parkway.
- Your volunteer nametag is your pass to tour the homes before or after your shift.

Your Role:

- **Greet Visitors**
- **Check Wristbands (these are the tour tickets) and hand out tour brochures**

- **Sell Tickets**
 - Track all new sales on the provided tracking sheet.
 - Cash and Checks (made out to GPHC) are accepted at any location.
 - Credit Cards are accepted online at: <https://www.parkhillhometour.org/home-tour/tickets/>
 - Guests who have purchased tickets online should show their receipt (printed or on mobile device) in exchange for their wristband(s). You do not need to track or collect online sale receipts.
- **Track Visitors**
 - Please keep a count of visitors using the provided click-counter and attendance tracking sheet.
- **And lastly, please:**
 - Arrive on time
 - Wear your name tag (provided at each house)
 - Bring a water bottle
 - Dress comfortably. You will be outside; we've done our best to ensure you are in the shade.

Thank you!

Jennifer Brasher
Volunteer Coordinator
773-677-8039
jibrashear@gmail.com

Jessica Howard
Street Fair Organizer
303-981-0787
jhoward@spirefinancial.com

Kelly Hastman
Home Tour Organizer
917-375-9663
kellyhastman@gmail.com

www.parkhillhometour.org