



NARI Greater Cleveland Tour Procedures & Policies

Directional & Site Sign Distribution

- All signs and stakes will be provided at the Preview Party. Date and Time TBD.
- Each site will receive four (4) directional signs. You will be responsible for placing all direction signs at key turns and long stretches. Note the locations as you will need to collect them Sunday evening and return them to NARI on Monday, June 12th. Companies will be invoiced \$25 for each sign that is not returned. **Please read your city's sign ordinance included in your money bag.**
- Place numbered site sign in an easily observable location from the street at your site(s).
- It is not recommended to put out signs earlier than the Friday before the Tour. Any signs placed out early, must have a SATURDAY and SUNDAY tag attached to them – as to not confuse homeowners.

Ticket Sales

- Each site is provided with 20 tickets (distributed at the May 5th meeting). These tickets are to be distributed to your guests and clients prior to the tour.
- NARI will provide additional tickets, a 'sold' ticket list, a Groupon list, a tally sheet, and money bag at the Preview Party.
- Provide a protected table and chairs for additional ticket sales at entry (preferably outside). This should be visible from the street. You are responsible for staffing the ticket sales table for the entire tour time.
- **Use the tally sheet to track how many adults pass through your site.**
- Ticket prices will be \$10.00 to view all homes or \$5.00 to view a single home. (children are free)
- Provide guests with a copy of the Tour Guide.
- Cash: Give a receipt (book in Money bag) for all transactions.
- Checks: **Make payable to NARI Greater Cleveland.**
- Credit Cards: **We accept VISA, MC, & AMEX.** Use the enclosed form for all transactions.
- Pay Pal: **Go to website NARHomeTour.com for Pay Pal Link.** Click on "Buy Tickets Now."
- Senior citizens or military discounts are not offered.

Booties / Floor Protection

- You should provide floor protection.
- If you are using booties:
 - You must supply the booties (several boxes)
 - Provide chairs for attendees to put on/remove booties. Provide receptacle for used booties.

General

- Please provide "booties", "respect homeowners' wishes" and "bathroom" signs before tour begins.
- Tour map, addresses, and descriptions are provided in the Tour Guide and at NARHometour.com.
- Strollers should be left outside the home.

- Each member/contractor has the sole responsibility and authority to determine if their site is suitable and safe for each attendee.
- Make sure you are prepared to collect leads' names and addresses.
- Determine Path of Entry.
- Determine Rain Plan (Entry/Exit) in advance.
- Rope off areas that folks can't enter.
- Contractor is responsible for posting any additional signs (i.e. no food, no beverage) if they choose further restrictions at their site.
- Only NARI members may participate in promotion or staffing.

Wrapping Up

- Gather unsold tickets, tally sheet, money bag, and tour signs.
- [See the "RHT Checklist and Opening/Closing Procedures" for further details.](#)
- Be sure to return all materials to the NARI office Monday, June 12th.

Don't Forget:

- ✓ Brooms, Vacuum Cleaners, Windex, Paper Towels.
- ✓ Removable Tape and Scissors for signage.
- ✓ Business cards
- ✓ Provide garbage receptacles for soda cans, etc.
- ✓ Provide lots of before pictures, especially near the area that has been changed.
- ✓ A Lunch Plan – ask a friend to bring or bring you back something.
- ✓ Remove Valuables

MATERIALS TO BE RETURNED MONDAY, JUNE 12TH:

Signage:

- 4 directional signs
- 1 site location sign

Inside the Money Bag:

- Check list/Policy & Procedures
- 1 tally sheet
- Marker and Pens, Post-it Notes
- Ticket Sales envelope
- Unsold tickets
- Start-up Cash (\$50) envelope plus checks and money collected from tickets sold
- Receipt book

The Tour Wrap-Up Meeting will be held on
Monday, JUNE 12TH at 3:30pm
 at the NARI Office.
 All materials must be returned at this meeting.