

Hello,

Thank you for your willingness to be the Co-Captain/Sponsor for the Board's Property Tours. Acting as Co-Captain/Sponsor for the Property Tours at the Salt Lake Board of Realtors® is a great way to gain exposure for your business and spend time with our Realtor® membership. As one of our Affiliate members, you will be able to work as a Co-Captain/Sponsor alongside the Realtor® Tour Captain to help ensure the Tour runs smoothly.

Each affiliate Co-Captain/Sponsor will be part of a rotating list. This ensures all Affiliate members will have an equal opportunity to attend the Property Tours and network with Realtor® members.

As a Co-Captain/Sponsor, you will receive your assignment via email at least one month in advance. You will then receive a second email the day before your assignment. This second email will go out to all participants of your assigned Tour, and will include the Tour route.

For a successful Property Tour, we suggest the following guidelines:

1. One of the Realtor® Tour participants will be assigned to act as Realtor® Tour Captain for the day (this information is also included in the email). If you receive any questions or concerns from agents on the Tour, please direct them to the Tour Captain.
2. Please arrive at the Tour meeting location no later than **8:15am**. This will ensure you have a chance to mingle with the Realtors® before they leave on the Tour of the properties.
**Please be on time, as this makes a great lasting impression on the agents!*
3. We encourage you to **ride along with the agents** and view the properties on Tour if you are able. However it is not required.
4. If possible, bring **print-outs of the Tour route** to pass out to each agent. This document will be included in an email from Board staff the day prior to the Tour.
 - a. **West & South East Tours** - If you are unable to provide print-outs, they will be made available by Board staff the night before the Tour and will be located in the lobby outside the Education Center.
 - b. **Northeast Tours** – If you are unable to provide print-outs, please contact the Tour Captain or Board staff to make other arrangements.
5. If you would like, you may bring a **light snack** for the agents on Tour. This should be something they can eat quickly or take with them.
6. You may also choose to bring **marketing materials** about your services to be passed out to the Tour group on the day you are acting as a Co-Captain/Sponsor.

Please do what you can to follow the suggestions mentioned above. If you have any questions or concerns, feel free to contact the Board staff.

Thank you for sponsoring at the Salt Lake Board of Realtors!