

Hello Tour Captain,

Thank you for being willing to act as Tour Captain. This is an important assignment and we are counting on your leadership. As a Tour Captain, please review this list of suggestions and other information prior to the Tour.

- Take an active leadership role the morning of the Tour. You may need to respond to any complaints or suggestions on how the Tour should run that day. You will be required, on occasion, to make decisions as the Captain.
- If you received complaints on how the Tours are being run, feel free to pass that information on to the Board staff.
- The Monday prior to the Tour, you will receive an email of the Tour route. **You will have until the following morning (Tuesday) at 9:00am to review the route and respond with any changes you would like to make.**
- You will then receive the finalized email the day prior to the Tour by 2:00pm. This email will go out to all participating agents in that Tour, and include the final route and Tour Rules.
- Please arrive at the Tour meeting location **promptly by 8:30am.**
- The Co-Captain/Sponsor for your tour should already be at the meeting location.
- **West & South East Tours** - the Co-Captain/Sponsor may have print-outs of the tour route available for each agent. If not, the print outs will be made available by Board staff the night before the Tour and will be located in the lobby outside the Education Center.
 - **Northeast Tours** - Since the Tour does not meet at the Board offices, please make an effort to print the Tour route.
- Using the printed Tour route, please call the meeting to order and **take roll by 8:35am.**
- If an agent no-shows on the Tour, please remove their listing from the route.
- You will need to email all no-shows to the SLBR staff liaison after the Tour has been completed.
- **Any last-minute changes the morning of the Tour will be discussed with the group and approved at your discretion as Tour Captain.**
- A list of the Tour Rules will be included in the final email. Please use this as a tool to help answer any questions you may have the morning of the Tour.

Please don't hesitate to contact me with any questions you may have.

Thank you for your support,