



AFFILIATE SPONSOR / CO-CAPTAIN GUIDE

Tour Sponsor/Co-Captain,

Thank you for taking advantage of this opportunity! Sponsoring Home and Luxury Tours is a great way to market your business and spend time getting to know Realtor® members. As the Sponsor/Co-Captain, you will work alongside the Realtor® Tour Captain to make sure the tour runs smoothly.

Affiliate Co-Captains are placed on a rotating list to guarantee equal marketing and networking opportunities afforded by tour participation.

You will receive your Sponsor/Co-Captain assignment via email, with at least one month's advanced notice. A second email will be sent to you and all tour participants the day prior to your assignment. This email will include the predetermined tour route, information about your Realtor® Tour Captain, and a copy of the Tour Rules.

For the best tour experience, we recommend the following:

- One of the Realtor® tour participants will be assigned to act as the Tour Captain. If you receive any questions or concerns from agents on the tour, please direct them to the Tour Captain.
- Please **arrive** at the meeting location by **8:15 a.m.**, so that you can mingle with the Realtors® before they leave to tour the properties. Being punctual makes a good, lasting impression on agents.
- As the Tour Co-Captain, you are required to **print the tour route** that will be emailed to you the day prior to the tour and bring enough copies for the participating agents.
- As the Affiliate Sponsor, you may bring **marketing materials** for your company and distribute them to the participating agents. If you wish, you may provide a **light snack** as well as. Snacks should be something that can be eaten quickly or taken on the tour.
- Although it is not required, we encourage you to **ride along** with the agents and view the properties on tour, if you are able.

We appreciate your efforts to follow these recommendations. If you have any questions or concerns, please don't hesitate to contact the Board's Tour Coordinator.

Thank you for your support!