



## REALTOR<sup>®</sup> CAPTAIN GUIDE

Tour Captain,

We appreciate your willingness to take on this responsibility. Tour Captain is an important assignment, and we are counting on your leadership! Please review this information prior to the tour, so that you can set expectations and be prepared.

- You and all tour participants will receive an email by 2 p.m. on the day prior to the tour. This email will include the predetermined tour route, information about your Affiliate Sponsor/Co-Captain, and a copy of the Tour Rules.
- Be familiar with the Tour Rules and use them as a guide to help answer any questions you may have or receive the morning of the tour.
- Please **arrive** at the tour meeting location by **8:15 a.m.**
- The Co-Captain/Affiliate Sponsor for your tour should already be at the meeting location, with printed copies of the tour route.
- Please call the meeting to order and, using the printed tour route to see the list of participants, **take roll by 8:25 a.m.**
- Attempt to contact anyone who is not present at roll and possibly suggest, at your discretion, that they meet you at the first listing.
- If an agent does not show up for the tour, please remove their listing from the route.
- Commence the tour and **depart** from the meeting location at **8:30 a.m.**
- Participants sometimes have suggestions or complaints about how the tour should be run. As the Captain, it will fall to you to make decisions. Any last-minute changes that come up the morning of or during the tour should be discussed with the group and approved at your discretion.
- If you receive comments or complaints about how tours are run, please share that information with the Board's Tour Coordinator.
- Please email a list of no-shows (if any) to the Board's Tour Coordinator after the tour has been completed.

If you have any questions or concerns, please don't hesitate to contact the Board's Tour Coordinator.

*Thank you for your support!*