

2016 Holiday Homes Tour

Orientation Meeting Agenda

Monday, November 28th at 6:30pm *

1. Welcome / Introductions

- Introductions of Committee Members, Board Members / Docents, and Homeowners

2. Brief Explanation of the Home Tour

- Homeowners and docents will plan to greet their visitors at 1pm Saturday, December 3rd. First round of docents should arrive at their assigned homes by 12:45pm.
- Homeowners, if present at the tour, can provide information on their home. Information such as the history of their home and any renovations / remodels that have occurred would be nice to talk about at the tour.
- Some visitors will likely just want to walk around and see the home, architecture and decorations.
- Visitors will typically only stay 5-10 minutes at each home.
- Each homeowner's docent will provide a chair and footies the day of the tour to the homeowner's house.
- An outdoor tour sign will be provided at each of the homes and church that relates to the brochure map the morning of the tour.
- Homeowners should decide if their tour will include multiple floors or only the first floor. If only the first floor, please make sure the docents know this so they can help re-direct if needed. Some homes have put up a sign, ribbon, etc. at the stairway, depending on the home.
- Homeowners will need to decide before the tour how they would like the "flow" of the tour to occur in their home. If there is only one-way in and out, let the docents know. If there is a front and back door (ideal) then that should be decided upon.

3. Decorations

- **Chelsea Village Flowers** will provide the outdoor swag to the homeowners the Friday before the tour, December 2nd. The swags will be attached outside the home to help identify the home as part of the tour.
- **Gigi's** flowers will deliver the flowers to the homeowners the Friday before the tour, December 2nd.
- Interior decorations are at the homeowner's discretion. Typically the visitors like to see a tree set up, wreaths, garland, poinsettias, etc. just as examples.

4. Tour Layout

- The tour will begin at the museum. Tickets for the tour will be sold only at the museum and all paid visitors will have a stamp on their hand. Docents and Homeowners will need to

make sure that the visitors entering their homes have paid. If they haven't, please direct them to the museum to buy a ticket. **Tickets will not be sold at any houses.**

- The Doyle Valley Percherons will offer carriage rides from the museum to the houses. We have advised them that the main route will be to Jefferson Street, then on to East Street and across M-52 to West Summit and then return to the museum for further tour guests. The house and church on East Middle should be easily accessible from the Museum. Those who have paid for the rides will have a green bracelet, this is a separate ticket.

- Homeowners are provided a brochure with the map of the tour at tonight's meeting. All visitors will start at the museum but then proceed to any other home/ church on the map in any order.

5. Questions?

6. Proceed to the Home Tours for docents to familiarize themselves with the homes / church

- 121 East Middle Street
- 135 East Middle Street
- 209 Jefferson Street
- 521 East Street
- 124 West Summit Street

**Connie will ask that her docents for the museum tour arrive 30 minutes (6:00 pm) ahead of the homeowner orientation meeting so that she can prepare the museum docents for their roles during the day of the tour. After her meeting, all will join the orientation meeting and proceed to visiting the homeowner's houses.*