**PSC Fall Tours – Volunteer Information**

**Parking**

* Parking vouchers in the amount of $5 will be available to all and are valid *only* at the 93 Queen Street garage. The garage is ½ block south of King on the left side of Queen Street.
* There is a bathroom available in the 93 Queen Street parking garage.
* Parking vouchers will be placed in the Senior Docent bag that is delivered to each property and can be obtained from your Senior Docent. Tour Chairs will have vouchers for Street Marshals and At-Large Docents.
* Parking vouchers are good only for the day of your tour.

**Volunteer Tickets**

* Volunteers are entitled to one (1) free ticket for each afternoon Piazzas, Porches, and Gardens tour worked and applies to Seniors, House Docents, Garden Docents, Street Marshals, and At-Large Docents.
* Volunteers must pick up their tickets at 147 King Street (PSC Headquarters). The pickup area will be set up on Queen Street at the side entrance.
* There is no need to call ahead for tickets. Pick them up between 10:00 AM and noon or after 2:00 PM on the day of the tour. PSC is limiting guests in the store.
* Wristbands will be used to identify those on tour -- one color for Friday and one for Saturday tours.

**Picking up Tickets**

* Guests will be notified via email ahead of time about which of the properties will be the designated starting point of their tour. It is there that they will pick up their wristbands, maps, and programs. They will not be directed to pick up tickets at the PSC office.
* Volunteers taking a complimentary tour will be directed to a fifth property as a starting point.
* Each property will have a roster of guests for verification in case the need arises.

**Comped Tickets**

* Comped ticket holders will be registered and will appear on the will call roster.
* Homeowners and sponsors will present a VIP pass good for two people to enjoy the tour.

**Security and Miscellaneous**

* The Senior Docent will be responsible to admit guests to a property, always maintaining at least 6 feet between individuals or “parties” and to stay alert to keep the movement of guests steady. There is no maximum number of guests allowed on a property.
* At this time we have elected not to enforce the “clear bags only” directive. It was created at a time when tensions were high.
* No storage will be provided for guest or volunteer bags or possessions at the tour properties. Volunteers should carry only essentials – keys, phone, etc. – and applies whether volunteers are working or touring.
* Water will be provided for volunteers. Please do not leave empty water bottles on the property. Take everything with you!
* There will be no bathroom facilities provided for guests or volunteers. The closest public bathrooms are at the Hazel Parker playground (East Bay) and City Hall (80 Broad Street). City Hall is open until 5:00 on Friday and 4:00 on Saturday. Hazel Parker is open until 6:30 on Friday and 4:00 on Saturday.
* Tour chairs will pick up flags and bags at the top of the stairs to the PSC office on Queen Street for distribution to the properties.
* Each property will receive a bag containing docent name tag lanyards, bug repellant, hand sanitizer, extra tour maps and brochures, some extra wristbands, non-adhesive tape/ribbon to be used for marking closed stairways, scissors, an extra house history, emergency contact numbers, and parking vouchers. The Senior Docent is responsible for putting the materials back in the bag at the end of the tour so the Tour Chair can collect it. All lanyards should be collected.
* Tour Chairs will have tape that can be used to mark lines for social distancing on the sidewalks. Please pace off an approximate 6 feet. They can also help mark areas of the properties which might pose a safety threat, such as uneven pavement. This tape **is allowed only on cement surfaces such as driveways** andis not to be used on any **other** surface.
* At the end of the tour, flags and bags should be placed by the front entrance to the property so they can be collected by the Tour Chair. Also, please remove all tape and ribbons.
* If issues arise, call the PSC staffers listed on the Senior Docent Information form in the bag.

**House Histories and Other Property Information**

* Volunteers will receive a house history for their property which provides talking points and a background on the property.
* Volunteers will receive a copy of the property information in the published program which each guest receives.
* Volunteers are expected to arrive at least ½ hour early or as directed by their Senior Docent, giving them a chance to preview their property before the tour and ask questions.