**Senior Docent Responsibilities**

**At least one week prior to the tour**

* Contact homeowner via email or phone and introduce yourself
* Contact your docents to introduce yourself and give them their assignments
* Be sure they have the history/description of the property
* The day before the tour, contact homeowner and docents as a reminder

**The day of the tour**

* Arrive at least 30 to 45 minutes before the tour begins
* Check in with the Concierge if one has been assigned to your property; the Concierge will check guests in as they arrive. If no Concierge has been assigned, use the roster to check guests in and distribute wristbands, maps, and programs
* Have all docents check in; make a note of no-shows and notify the Tour Chair
* Put up the flag so the logo is visible to passersby at least 15 minutes before the tour begins
* With Tour Chair’s help, place tape to designate hazardous areas, i.e., uneven pavement, step-ups, etc.
* Remind docents of any CDC safety rules that are in effect; remind them of the need to be alert to congestion
* Be sure plexiglass stands are placed so they are easily seen by incoming guests
* Ask guests to put away cell phones and cameras. Photography is prohibited on private property.
* In case of emergency, call 911, the PSC staff and Tour Chair

**At the end of the tour**

* Collect all supplies, including lanyards for nametags, plexiglass holders, bug spray, etc., in bag and place it and the flag where they are easily visible for pickup
* Thank the homeowner and the volunteers
* Make sure the house is secured and the owner or house manager knows you are leaving