

## HOUSE CONSULTANT DUTIES

### NGC House Tour

House Consultant: \_\_\_\_\_

House Assignment: \_\_\_\_\_

Homeowner: \_\_\_\_\_

Contact Information: \_\_\_\_\_

### Spring (March – May)

Please email the homeowners and introduce yourself as the house consultant and give them your contact information. They will have received a packet of information from the House Tour Co-Chairs describing your role.

Call NGC friends and other friends to be hostesses. Be prepared to ask a minimum of 10 people for the two shifts. You may need more depending on the size of the house. Have at least one extra person lined-up just in case you have a last-minute dropout. You can determine the number once you have visited the home.

Ask NGC members to arrange flowers for the house. Some of your hostesses may be great arrangers. You can also ask people to arrange who are not working at your particular house. You won't know how many arrangements you need until you visit the house but certainly you will need one for the kitchen and one for the living room so start with those. The average is 4. It is the Garden Club's tour so beautiful arrangements are expected.

### June and early to mid- July:

1. Visit the house. Call and or email the homeowner and arrange with the homeowner to visit with her and see the house. This visit should be scheduled as soon as possible after you and she arrive on island. One of the tour co-chairs should accompany you.

2. House Visit: Take notes for the hostesses on the history of the house – ask about the history of the house, notable furniture, paintings and any collections of interest. Though the tour has someone assigned to write up the house for the program, it never hurts to show interest and learn about the house first hand.

3. Determine with the homeowner the “route” the visitors will take and which rooms should be “ribboned off”.

Ask the owner for a volunteer area – out of the way of the tour where volunteers can get a cold drink, a snack, and take a break. Hopefully a bathroom nearby.

Determine where the hostesses will stand during the tour.

Are there some “small” decorative items that should be removed?

Determine many hostesses will you need and the number of flower arrangers.

Arrange another visit with the flower arrangers – ask homeowner if she has preferences for color, types, and containers. This could be for 15 minutes after our last general meeting.

5. Be sure to say you will be at the house by 10 am the morning of the tour.

A week ahead of the tour:

Be in touch with every hostess and flower arranger to remind them of their shift and/or their commitment to provide an arrangement. Be sure they have your cell number.

Remind hostesses to arrive 15 minutes early for their shift. This is tricky with just the two shifts especially if a member has worked the morning shift at another house.

Remind flower arrangers to deliver their flowers to the house by 10:30 am or to your house the morning of the tour.

The HT Consultant Chair will give you a bag with all the supplies you will need the day of the tour: Ribbon, stick-um, hostess tags, tent cards (for each flower arrangement to be filled out by the arranger stating the materials used and the arranger's name), scissors, etc. You will receive the tote bag at our last meeting before the tour. If you are not attending, please make arrangements with her to pick it up.

Tour Day, August 7:

Arrive early with drinks, refreshments, receive flowers and be sure the house is ready.

Put up ribbons (will be supplied to you) in areas to be off-limits to guests.

Fill out cards with flower arranger's name and materials used – the cards will be in your HC bag. Use the green pens.

Bootie Person. Be sure that one of your hostesses or you stand at the front door to welcome everyone and to be sure they put their booties on. **NO BARE FEET.**

Booties– Pick up booties at the door and return when exiting. Some people might want to keep them but they should not wear them from house to house – defeats the purpose.

Trash - Bring a large trash bag for trash and place at the curb for pick-up at the end of the day.

Flower Arrangements – arrangers are responsible for picking up their flowers or leaving them for the homeowner to enjoy.

Please ask your hostesses to be welcoming and friendly – to thank people for coming.

During the day, as the House Consultant, go around and relieve the hostesses to see if they need to take a break to use the restroom or have a snack.

Thank you notes: VERY IMPORTANT.

Please write thank you notes to the homeowner, the hostesses, and the flower arrangers.

After the tour is over we want the homeowners to say we left the house in the condition we found it or that it was even more attractive with our flower arrangements! Obviously, we could not have our tour without the cooperation of the homeowners so one cannot "over- thank" them.

REMEMBER – YOU ARE THE LIAISON BETWEEN THE CLUB AND THE HOMEOWNER. THE MEMORY THEY HAVE WILL BE OF WORKING WITH YOU!