

HOUSE CONSULTANTS CHAIRS REPORT 2022

Chairs of the House Consultants in 2022, Marianna Brewster and Christine Dean, stepped in to this role to support 2022 House Tour Chairs Caroline Tucker and Cathy Ward. The last NGC House Tour took place in 2019 of which Marianna and Christine were Chairs. In 2020 and 2021 there was no House Tour due to the pandemic.

The most important task for House Consultants Chairs is to assign a House Consultant with each home and /or garden featured on the tour. The House Consultant will establish a supportive and cooperative working relationship with the homeowner in order to ensure that the homeowner feels secure about what will take place and that they have an alliance with the House Consultant so that House Tour day goes as smoothly as possible. This is most important as the goal is to have the homeowners pleased with their decision to generously open their homes, when the House Tour is complete. Their lasting impressions are critical to our success in securing homes year after year.

The following House Consultants were chosen for 2022:

Appley residence: Merrielou Symes

Muhlhauser residence: Mary Malavase

Mignosa residence: Janet Morrell

Taylor residence: Marcella Zimmerman

Rayport residence: Lynn Boyajian

Calder residence: Suzy Grote and Carol Atkinson

Williams residence: Connie Cigarran

Henderson residence: Susan O'Brien

The majority of our House Consultants had been in this role before and were well prepared to take this job on again. Three of our House Consultants were new to the role, two were asked due to their relationship with the homeowner and one chosen due to her position as Horticulture Chair. She was placed in a garden only location.

All House Consultants did a fine job! They were great ambassadors of our Club. Marianna and Christine focused additional time on those new to the role. Homeowners were pleased at the conclusion of the House Tour and glad that they contributed significantly to allowing this large community event to happen again.

House Consultant Chair duties:

Speak with the HT Chairs as homes are secured. Choose a House Consultant for each home. If the homeowner has a NGC member request for this role it is suggested to honor the request. It may be helpful if you have a new HC in this role to pair with an experienced HC, though not necessary. Once a match is made, send a copy of the HC duties (see attached) to the House Consultant.

When the HT Chairs have secured contact information from the homeowners, the HC should reach out to the homeowner, introduce themselves and provide their contact information to the homeowner. As questions arise, the homeowners will then have a partner to contact

When the HT Chairs receive the completed homeowners forms describing their properties, they should be shared with the House Consultant.

The House Consultant may begin at any time (the sooner the better) to recruit docents and floral arrangers for their home. An average of four floral arrangers and four docents per shift (two shifts) is a great start. Once the HC is able to visit their home in June, they may want to tweak numbers somewhat.

House Consultant Chairs participated in the monthly Zoom meetings hosted by the HT Chairs. This helped to provide updates on which member was assigned to each property as homes were secured. This was completed in January.

House Consultant Chairs checked in by email, text or phone with HC's every month or so to see if they needed assistance in filling their volunteer slots. Greatest support was needed for those who were relatively new to the Club and to a brand new member.

House Consultant Chairs gathered the white tote bags with green trim and NGC on them from storage, along with the plastic bin full of HC supplies. Merriellou Symes kindly ordered the bags in 2018. An inventory of supplies was taken and we purchased those needed in early July.

Supplies placed in each bag;

Green felt tip pens (about 4 per bag)

Hostess tags with pins attached

Folded notecards for flower arrangement description and designer's name

Scissors

Tape

Ribbon (enough for 8 doorways...4 to 5 foot strips)

Sticky squares for securing ribbon to doorways without harming paint

Emergency contact card

Accident report form (provided by HT Chairs)

House descriptions may also be provided in the bags. We printed and laminated 3 copies of each house description from the brochure and placed in each bag. House Consultants at end of the tour had mixed responses as to whether they thought they were helpful.

At the conclusion of the last General Meeting before the House Tour we met with the HC's to answer any further questions, review bag contents and to reassure them that we were available to them all during the House Tour. We filled in supplies as needed, helped open the homes, accept floral arrangements and check on ticket sellers, artists in the gardens and covered a few shifts that were needed at the last minute.

House Consultant Chairs visited each home and garden at the conclusion of the tour to help facilitate returning the homes in beautiful condition to the homeowners.

A thank you email was sent to the HC's at the conclusion of the tour to thank each one for their very important role.

NGC HT tote bags were collected soon thereafter. House Consultant Chairs met to unpack the bags, repack the supplies and return them all to storage for use in HT 2023

HOUSE CONSULTANT DUTIES FORM BELOW

Respectfully submitted,

Christine Dean and Marianna Brewster

House Consultant Co-Chairs, House Tour 2022