



What To Expect Guide for Participating Homeowners

The purpose of this guide is to provide homeowners interested in having their home be a part of the homes tour with an overview of what to expect before, during, and after the Stuart Historic Homes Tour.

Before Tour

- **SHNA** will create a one page overview of the history, architectural features, and key improvement and restoration projects of your home to be included in the tour booklet. This overview will be shared with you prior to publication for your feedback and approval.

- **SHNA** will provide the following supplies to homeowners to prepare homes for the tour:
 - Shoe covers
 - Red ribbon and tape to block off areas and rooms that are excluded from the tour
 - General tour signage flyers for homeowners to write any home rules/instructions for tour participants to follow (ie., "Please put on your booties", "Please do not take photos", etc.).
 - Yard signs to post in the front yard to indicate that home is on tour
 - Tour booklets

- **HOMEOWNERS** will select the rooms to be on display for the homes tour. The expectation would be to have the primary rooms on the main floor be on display, including the foyer, parlors, and any other room or feature with historical significance.

- **HOMEOWNERS** will need to decide on the direction and flow of traffic through the home. It is recommended that the tour participants enter through the front door and exit through a side or back door.

- **HOMEOWNERS** will be responsible for identifying volunteers who will help at their homes on the days of the tour. The number of volunteers is dependent on entry and exit points of the home, the size of the home, and number of rooms that will be on display. 3 - 4 homeowners/volunteers are recommended. Example volunteer roles, include,
 - *Front Door Volunteers* - Welcome and check-in tour participants into home. Tour booklets will include a check-in page where volunteers will mark off when a tour participant enters a home. Tour participants are allowed only one visit to each home on the tour.
 - *Room Volunteers* - Direct traffic through the rooms
 - *Side/Back Door Volunteers* - Thank the tour participants for visiting home

Day of Tour

- **SHNA** board members will be managing the Tour Headquarters.

- **SHNA** board members will be periodically visiting the tour homes to check in with the homeowners, volunteers, and tour participants.
- **HOMEOWNERS** will be present during the duration of the homes tour to answer any questions, provide historical information, and to connect with tour participants.

After Tour

- **SHNA** will coordinate a time to meet with homeowners to discuss the successes, challenges, and how to improve the homes tour for next year.
- **SHNA** will thank homeowners with a homes tour plaque to display proudly on the outside of home.