



AND



## **Procedures and Responsibilities**

### **PRE TOUR:**

Broker awarded tour provides a slideshow of some of the properties on tour at the May meeting. Presentation does not need to be complete, just an overview to encourage attendance.

Hotel possibilities will be researched based on applications. A flier and registration will be available for the May meeting. Registration will be available for the entire ranch tour or by day.

### **SUGGESTED SCHEDULE:**

Wednesday evening - bbq at 1<sup>st</sup> property or other location.

Thursday - 5-6 properties (breakfast, lunch, at properties)

Friday – one property w/breakfast, then leave.

### **BROKER RESPONSIBILITIES:**

Broker arranges for order of tour – and contact with owners regarding breakfast/lunch/dinners.

Submit detailed directions at least one week prior to Wednesday first property and then daily from property to property and give estimate of time between properties. This information to be emailed in advance to those registered. Provide cell phone numbers for those responsible for the tour.

Broker may need to cover some upfront costs and will be reimbursed by the Chapter after the tour. Receipts must be submitted for reimbursement.

Broker responsible for cost of their own company marketing materials if they want to provide.

Broker responsible for having beverages (water, sodas) available while touring ranches (reimbursed expense).