***2018 Cottage & Garden Tour Volunteer Descriptions***

***Saturday, September 8, 2018***

**Home Docent Volunteer (1-2 per house per shift):**

* Volunteers will be assigned to a 2 hour and 45-minute shift and can choose either the A.M. (11:45 – 2:30) or P.M. (2:15 – 5:00) shift. (The A.M. shift is currently full.)
* If you have a preference of who you would like to volunteer with, we are happy to accommodate.
* Docents are responsible for arriving on time for their shift, so they can meet with the homeowner/volunteer and learn any extra information about the home that was not given prior.
* Depending on the size of the home, one docent will stand at the door greeting tour-goers and making sure they have their map. Their map is their ticket inside the home and will not be allowed inside without it. The other docent will stand in another area of the home (generally on the second floor if it’s a two-story house).
* A packet of information will be given to the volunteer prior to the tour with history of the home, architectural features, etc.
* Volunteers get to tour the homes for free. A map can be picked up at the check-in booth at the Cannon Beach History Center & Museum (1387 South Spruce Street) as early as 12:00 p.m. on Saturday, September 8 for P.M. shift or they can get it from the house they are assigned to for the A.M. shift. Construction booties will be provided for all tour-goers and must be used at each home.

**Check-in Volunteer (at least 2 per shift):**

* Volunteers will be assigned to a 2-hour shift and can choose either the A.M. (11:45 – 1:45) or P.M. (1:00 – 3:00) P.M. shift. There will be a booth set up at the Museum (1387 South Spruce Street) for check-in.
* Volunteers will help sell home tour tickets and hand out maps to those who have already purchased tickets. Their map is their ticket inside each home. Construction booties will also be provided to those that are touring and must be used at each home.
* An information sheet will be provided to the volunteer prior to the tour.
* Volunteers get to tour the homes for free. A map can be picked up at the booth at the Cannon Beach History Center & Museum.

**Office Volunteer (at least 2 per shift):**

* Volunteers will be assigned to a 2-hour shift and can choose either the A.M. (11:45 – 1:45) or P.M. (1:00 – 3:00) P.M. shift.
* Volunteers will assist in greeting visitors at the Museum and assisting in gift shop sales.
* Volunteers will also assist in Cottage & Garden Tour ticket sales, if necessary.

**Post-Tour Reception Set-Up and Clean-Up (at least 2 per shift):**

* Volunteers will be assigned to a 2-hour shift and can choose to assist from (4:30 p.m. – 6:00 p.m.) or (7:30 p.m. – 9:00 p.m.)
* The Post-Tour Reception will be held at the Cannon Beach History Center & Museum (1387 South Spruce Street.)
* The first shift volunteers will be asked to assist with set-up of tables, chairs, and food table.
* The second shift volunteers will be asked to assist with clean-up of tables, chairs, and food table, and rearranging tables and chairs for next event.
* Volunteers get to tour the homes for free. A map can be picked up at the check-in booth at the Cannon Beach History Center & Museum as early as 12:00 p.m. on Saturday, September 8.

**Frequently Asked Questions**

Volunteering for the Cannon Beach Cottage & Garden Tour

*Q: Is transportation to and from the tour home provided?*

All volunteers are responsible for arranging transportation to and from the tour home at which you are placed at. Many homes have a driveway in which you can park your car at.

*Q: Can I sign up for more than one shift?*

Yes! Please contact the Outreach Coordinator, Liz Johnson at liz@cbhistory.org for more information.

*Q: What if I cannot fulfill my shift after I sign up?*

Volunteers are responsible for finding a replaced should be unable to fulfill your duties, especially if it is less than 48 hours before tour weekend. Please contact the Outreach Coordinator, Liz Johnson if you are unable to find a replacement.

*Q: What if there is a problem during my shift?*

All volunteers are provided a list of cell phone numbers of the tour organizer and planning committee members. You are encouraged to call someone from the list should you need help or if you are unsure about how to handle a situation.

*Q: What is the dress code for volunteers?*

Dress comfortably!