

## Transportation Hostess Guidelines

Thank you for serving as a Transportation hostess for Historic Garden Week. Your dedication and attention to detail are important contributions to the continued success of Garden Week.

Hostesses will either be assigned a morning shift or an afternoon shift. The morning shift is from 9:15 to 12:30 and the afternoon shift is from 12:30 to 4:30. You will be asked to report to one of the central parking lot locations (on Thursday, April 20th it will be All Saints on River Road) There you will be given instructions by someone from the Transportation Committee as to your assignment which could include one of the 3 following duties:

### Bus Hostesses at Headquarters

Give a warm welcome to all attendees, check that they have a bracelet for the tour, and assist them on boarding the shuttle bus. Ride bus to the designate drop off location. There should be at least 15-20 passengers to leave for the tour. If you are a hostess on the bus, you will be given note cards with details about the neighborhood, the tour and bus schedules. This will enable you to answer any questions you may receive from the guests. Throughout the day, you will be communicating this information to the guests

### Parking Hostesses at Headquarters

Assist attendees to navigate safely to an available parking spot.

### Neighborhood Hostesses at Shuttle Bus Stops

Assist attendees off the bus, and provide directions for the tour with a warm welcome. Assist them back on the bus with a fond farewell. There should be at least 15-20 passengers to leave.

The morning shift needs to stay until the afternoon shift has arrived. Please do not make any calls while you are on duty as a hostess.

Please wear the HGW nametag provided for you. Avoid chatting with friends, snacking, or being otherwise occupied when visitors require your attention.

Transportation Hostesses are encouraged to put a bucket of flowers and greens together for one of the homes on tour. If you are able to contribute, please let us know and we will provide more details.

Thank you for your time. We couldn't do it without you!