

Historic Garden Week Hostess Guidelines

Thank you for serving as a 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 9:30 to 12:30 and the afternoon shift is from 12:30 to 4:30. Please allow enough time to get to your house. You may have to park in a different location and take a bus.

Both the morning and afternoon shifts will have a head hostess that will be in communication with you regarding details of the day.

You will be given note cards with details about the house's history, architectural features, art and features of the garden. Throughout the day, you will be communicating this information to the guests. Please familiarize yourself with the flowers in the arrangements as well as the location of the other homes on tour so that you can answer any questions from the guests.

The hostesses are also there to keep an eye on the house as the tour is going on. If there are any concerns, please report them to the head hostess.

Please do not make any calls while you are on duty as a hostess. The guests are asked to not use their phones while touring the homes.

Photography is not permitted in the homes but is permitted in the gardens unless otherwise requested by the homeowner.

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

Hostesses can tour HGW Richmond houses on the day that they are hostessing. Passes will be provided to you from the head hostess.

Hostesses are encouraged to put a bucket of flowers and greens together for the home that you are assigned to as a hostess. Your head hostess will provide you with more details.

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