

## Appendix 4: Familiarization Tour Tips

- Arrive a minimum of fifteen minutes before the scheduled time to start
- Remember you are the host – act accordingly
- Be professional in dress and conversation
- Ensure your vehicle is clean and has enough room
- Provide an itinerary with contact information
- Have a backup plan
- Ensure an existing relationship with other community participants
- Interact with client(s) – build a relationship
- Pick up the cheque(s)
- Do not insult the competition
- Be responsible about time and logistics
- Build in free time (where possible)
- Be aware of bathroom locations
- Count heads before departure(s)
- Have a departing gift relevant to the community or investor
- Show appreciation
- Follow up with a formal thank you