

TOUR COORDINATOR

Yankee 2020 Social and Cultural Committee

**THIS SHEET IS TO BE USED IN CONJUNCTION WITH YOUR ASSIGNMENT PROTOCOL SHEET.
IN CASE OF ANY CONFLICTING INFORMATION, THE PROTOCOL SHEET TAKES PRECEDENCE.**

...BEFORE THE CONVENTION...

1. Telephone call to Massachusetts Dental Society
 - Speak with Sherri Rodman at (508) 449-6072.
 - Ask how many people have signed up for the tour and get the tour contact information.
 - Confirm the following:
 - Name of tour guide
 - Date and time of tour
 - Bus arrangements
 - Any other pertinent details
2. Contact Your Other Tour Coordinator January 15, 2020
 - Confirm who is picking up the packet with the attendee list at the BCEC North Lobby Clinician/VIP Desk.
 - Arrange to meet at the BCEC tour departure location at least 30 minutes prior to tour.

...ON-SITE RESPONSIBILITIES...

1. Any time after 7am report to the BCEC North Lobby Clinician/VIP Desk. Identify yourself as a tour coordinator and ask for your packet.
2. Check to see your packet includes a list of tour attendees, social/cultural committee ribbon(s), and **paddle sign** for tour. **Please do not forget to pick up the paddle sign!**
3. Report to the BCEC tour departure location and introduce yourself to the bus staff person on duty. Check that the bus has arrived and watch for tour participants. **Hold tour paddle high enough to be seen.**
4. When the bus arrives, introduce yourself to the tour guide (if applicable), and bus driver.
5. As attendees board the bus, collect tickets unless they need to show them again upon arrival. If someone does not have a ticket:
 - Check to see if his/her name is on the attendee list. If it is, let him/her board the bus.
 - *Attendees list **may not** include those registered on site.*
 - If name is not on the list, and the tour is sold out, he/she cannot board the bus.
 - If the tour is not sold out, you can sell the extra tickets. Bring back any money collected to BCEC North Lobby Clinician/VIP Desk.

- If the tour involves food guarantees, check with the MDS staff in the BCEC Show Office to see if you can sell tickets.

6. ***Please make certain the bus leaves on time.***

7. Make an announcement to all attendees: If anyone is not going to take the bus back to the BCEC after the tour is over, they should inform you so that you will not hold the bus for them. Attendees planning to take the bus must be back on time. Coordinate the return place and time with the bus driver and all attendees. Remind everyone not to leave anything on the bus.

Upon conclusion of the tour, make sure registrants get back on the bus for ***prompt return*** to the BCEC.