



Tour of Remodeled Homes 2023 Checklist | Updated 6.20.23 | Subject to change

BIA Provide (You will pick up at BIA Office)	You Provide
_____ Trash Can (1)	_____ Poster Putty (for use with any signs)
_____ "No Smoking" Sign (x2)	_____ Garbage Bags (Several)
_____ Feather Flag (1)	_____ Nice Rope or Ribbon (to rope off excluded areas)
_____ "Exit Here" Sign (1)	_____ Folding Table and Table Cloth
_____ Tour Yard Sign with H Frame (1)	_____ Company "Brag Book"/Photos of Other Projects
_____ Arrow Signs (3)	_____ Before & After Photos Displayed of Current Project
_____ Ticketing Instructions	_____ Monitors/Displays (for Remodeler Digital Slide Show Presentation)
_____ Ticket Tracking Sheet for non-ticketed guests	_____ Mop (In the event of rain to dry & clean the floor)
_____ TORH's Publication (x100 House #1 x200)	_____ Cleaning Supplies (Just in case)
_____ Sponsor Yard Sign	_____ Towels (in the event in rains to dry people off)
_____ "No Parking on Grass" Signs (x4)	_____ Own Promotions (Drawing)
_____ "Enter Here" Sign (1)	_____ Flyers to Distribute about TORH's Project (include paint colors)
_____ "No Food or Drink in House" Sign (1)	_____ Small Bottles of Water/Mints (Your discretion)
_____ Attendee (Ticketing, No Stroller, No Pets, Policies) Sign w/stand (1)	_____ Cashbox with \$100 of change (Tickets at door \$15.00 \$5s)
_____ List of Emergency Telephone Numbers	_____ Booties (if necessary)
_____ Helpful Hints for Remodelers	_____ Past Client Mailer (Your discretion)
_____ Instructions for Feather Flag	_____ "Cheat Sheet" for your staff
_____ H-Frames (12)	_____ Remind Homeowners to Remove/Lockaway Valuables
_____ Paper Arrow, "Do not enter. Not part of the Tour," and "Caution! Watch your step!" Signs	_____ Neighborhood Letter/Flyer (Your discretion)
_____ Paper certificate to display for "Best In"	_____ COI Naming BIA as Additional Insured
_____ Voting Sign w/stand (1)	_____ Wear Your Logo Wear
_____ Incident Reports and Instructions	_____ Periodic Safety Checks
	_____ First Aide Kit for Minor Injuries

Please return all signs, H-frames, and trashcans no later than **Friday, August 18th** in the same condition they were received. Staff took care to wipe down and organize signs and rinse out trash cans before distribution.

I understand that my account will be billed accordingly if the following items are not returned: \$25 for trashcans, \$175 for feather flags, \$30 for signs.

Signature: _____

Date: _____