

Caravan Guidelines

Host Office

1. See that Caravan leaves NO LATER THAN 9:15 AM. Do not wait for the late comers. Always leave a schedule of homes to be shown at the office so late comers can catch up later.
2. A maximum of 10 Properties are to be scheduled, or discretion of coordinator. Plan logical order of showing.
3. Caravan should end by 11:00 am – or earlier. Participants may feel free to leave caravan anytime after 11:00 am.
4. Please assign someone in office to handle arrangements for caravan. It would be helpful for this person to contact some offices as a reminder.
5. There is a 2 property limit per office, at the discretion of the coordinator. Each office is guaranteed 1 property on caravan, if they meet the deadline. Additional properties on caravan are subject to availability. Cut off time to have your properties included is: NOON TUESDAY PRIOR TO CARAVAN

Participants:

1. Be at the designated marketing location at 8:25 a.m. See schedule for location. Marketing Session begins promptly at 8:30 a.m.
2. To have property shown, listing office must have an agent or licensed representative of the listing office in attendance for the entire caravan.
3. Car group containing agent whose property is to be shown next should lead caravan to his/her listing. Other car groups should follow lead car in an orderly and professional manner.
4. Even if you do not have a property to be shown, common courtesy dictates staying with the caravan until its completion