

## VCCAR PRE-TOUR MEETINGS

### APPROVED PROPOSAL

#### Objective

The objective of the Pre-Tour meeting is to benefit VCCAR members by providing them with an avenue to familiarize agents and brokers with newly listed properties.

#### Terminology

**Pre-Tour Meeting** = A meeting held in advance of the “physical” home tours.  
(Formerly referred to as; Broker Tour, Tour Meeting, CMA Tour, Home Tours, etc.)

VCCAR is the sponsoring entity (and promotes) the Pre-Tour **MEETINGS** only. VCCAR is not responsible nor promotes the actual home TOURS.

#### Pre-Tour Meeting Locations

Camarillo Pre-Tour Meeting	Each Thursday	Boys & Girls Club
Oxnard & Port Hueneme Pre-Tour Meeting	Each Wednesday	VCCAR Training Room
Oxnard Beach Pre-Tour Meeting	Each Wednesday	Sotheby's
Ventura Market Street Pre-Tour Meeting	Each Thursday	Sandwich Factory

#### Pre-Tour Meeting Moderator/s

- The Pre-Tour Meeting **Moderator** position is filled by a REALTOR® member of VCCAR.
  - The Moderator is the key contact and organizer for the assigned tour and presides over the Pre-Tour Meeting.
- The **Coordinator** can be either a REALTOR® member or Affiliate member.
  - The Coordinator assists the Moderator with the meeting, handouts, marketing materials, communication and sponsors.

#### Recommended Schedules

##### Pre-Tour Meeting

8:45 AM Networking

9:00 AM Meeting Starts

9:45 AM Meeting Ends

#### Guidelines

##### Pre-Tour Meeting Attendance & Participation

- Open to all members of the Association. (This means open to both REALTOR® and Affiliate members, AND other REALTOR® members regardless of their primary Association.) REALTOR® members from other Associations are welcome to attend.
- The Pre-Tour Meeting Moderator may politely ask a non-member to leave the closed “members only” meeting.

- If the listing agent is unable to attend the Pre-Tour Meeting another REALTOR® may serve as substitute for the listing agent to present. Affiliate members are prohibited from presenting a property on behalf of a REALTOR® member.
- Documentation that contains Broker-to-Broker, Agent-to-Agent information relating to the homes on tour are intended for, and distributed to REALTOR® members only.
- Documentation will be provided to Affiliate members void of Broker-to-Broker, Agent-to-Agent information and comments.
- Affiliate members are encouraged to bring and attend with a REALTOR® member.

### Pre-Tour Meeting Sponsorships

- Each Pre-Tour Meeting is responsible for soliciting sponsorships.
- Each sponsor will be allowed a 2 - 4 minute promotional/commercial time slot as the schedule allows, with no more than 15 minutes total for all sponsors.
- To be a Pre-Tour meeting sponsor please contact the Pre-Tour Meeting Coordinator.

### VCCAR Marketing & Support

- Approved Pre-Tour Meetings information will be promoted and marketed to members on a regular basis via; the website, emails, text message, social media, etc.
- Pre-Tour Meetings information will be included in the New Member Orientation presentations.