



CITIZENS FOR A SCENIC WISCONSIN, INC

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Barns Preservation Tour Local Organizer Guidelines

Citizens for a Scenic Wisconsin (CSW) relies on local people or organizations to facilitate the planning for our Barns Preservation Tours. It really helps to have local partners with that know their way around their area.

Here is what we are looking for:

Local media contacts. In order to let folks know about the Tour, we rely on locals to help us connect with their radio, TV and print media. We will prepare a press release and coordinate.

Registration and Presentation Venue. We need a building with a room large enough for 50+ people and a few tables for registration and other materials, as well as chairs for everyone. The room should be setup for a slide presentation (We have laptop, LCD projector and a screen). The building should have power and bathrooms. Municipal buildings, libraries, schools enclosed park shelters, banquet rooms, pavilions at fairgrounds, etc. are a few examples. There also should be sufficient parking for everyone and a school bus.

Morning Coffee or Tea. Many people like some coffee or tea in the morning. A local volunteer or caterer is needed to arrange at the venue.

Local Bus Company. A local company with a school bus and driver.

Local Caterer. A box lunch along with soft drinks and water are part of the tour. The lunches and beverages need to be delivered or picked up by a local volunteer.

Local Speaker. If available, a local speaker that is knowledgeable about the history, architecture and culture of their area, especially of barns and other agricultural buildings is always welcome!

Barns to Tour. Locals know what is in their area better than anyone else and they can point out potential barns and other agricultural buildings that may be of interest. We prefer to tour pre-1960 barns but people are also interested in other agricultural buildings and even contemporary buildings that have been designed to look similar to styles of the past. The barns should be within 15-20 miles of the venue.

General. We are a 501(c)3 non-profit membership organization and the Barns Preservation Tours are part of our educational mission. The goals of the Tours are to learn, share and have fun. We set a minimum number of participants based on the budget and a deadline to try to minimize potential losses, but if there are any funds raised from the tours we use for our barn preservation efforts.

We will contract for the venue, the food and beverages, and the school bus. We will also prepare the invitation and registration form and send out to our members, as well as make available to local volunteers to distribute in their area. We carry general liability insurance and will receive and process all registrations.

If you or your organization would be interested in partnering with us for a Barns Preservation Tour in your area, please let us know. We look forward to touring your part of our scenic Wisconsin!