

DATES & TIMES

Dates – **April 27, 28**
May 1, 3, 5

Tentative Time Schedule
9:00 am – 5:00 pm daily

GUIDELINES Members of the Aspen Board of REALTORS® may participate in the tour for FREE

- **TYPE of LISTINGS.** All Residential ACTIVE listings are permitted. **No land, rentals, fractionals, or commercial listings will be accepted.** Areas to be included are: **Old Snowmass (Lower River Rd.), Basalt, El Jebel, Missouri Heights, Carbondale, Redstone, Marble, Westbank, & Ironbridge.** All listings must be open on time, have a host on property, and have a visible open house sign.
- **MEAL REQUESTS.** Breakfast and lunch requests will be accepted but are not guaranteed. **Submit requests in writing to Kip Kusser at kip@aspenrealtors.com by submittal deadline.** When planning for food costs, plan for **50-75** people. Co-sponsorship opportunities with an Affiliate member is an option, please advise if interested.
- **DEADLINES.** See important date and times in box below. The Committee will determine the geographical boundaries for the tour upon their first meeting on **Monday, April 10th.** This determination is based on the number of submittals in each area. There is no guarantee that your listing will be scheduled on a certain date, therefore **before submitting a listing, be sure that any of the above dates will work.**
- **LAST MINUTE ADD ONS/CHANGES/DELETIONS** will be accepted through **April 19th at 12:00 pm.** After the final draft is e-mailed to the membership, if you need to add, change or delete a listing you will be allowed to send one e-mail to the membership via listings@abr.memberclicks.net.
- **CARPPOOLING & SAFETY.** Carpooling is encouraged. Use caution when entering & departing properties.

LISTING & SUBMITTAL INFORMATION – ASPEN BOARD OF REALTORS OFFICE

Submittal Dates	Monday, March 27, 2023		E-mail to	kip@aspenrealtors.com
Submittal Deadline	Wednesday, April 5, 2023	12:00 pm	Staff Contact	Kip Kusser, 970-927-0235
1 st Draft to Members	Thursday, April 13, 2023			
Adds/Cancel Due	Wednesday, April 19, 2023	12:00 pm	Meal Request:	
Final Draft to Members	Friday, April 21, 2023			

OFFICE CONTACT INFORMATION

Office Name	Submittal Date
Contact	Phone

SPRING TOUR LISTINGS – Incomplete information will not be accepted

Area	MLS #	Address	List Broker
Area	MLS #	Address	List Broker
Area	MLS #	Address	List Broker
Area	MLS #	Address	List Broker
Area	MLS #	Address	List Broker
Area	MLS #	Address	List Broker
Area	MLS #	Address	List Broker

Thank you for following these guidelines. We look forward to a productive and safe tour!