

## DATES & TIMES

Dates – **May 6, 7, 8, 9, 10**

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](mailto: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 15<sup>th</sup>**. 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 26<sup>th</sup> 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](mailto: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, April 1, 2024		E-mail to	<a href="mailto:kip@aspenrealtors.com">kip@aspenrealtors.com</a>
Submittal Deadline	Friday, April 12, 2024	12:00 pm	Staff Contact	Kip Kusser, 970-927-0235
1 <sup>st</sup> Draft to Members	Friday, April 19, 2024			
Adds/Cancel Due	Friday, April 26, 2024	12:00 pm	<b>Meal Request:</b>	
Final Draft to Members	Wednesday, May 1, 2024			

## 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
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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!