

OPEN HOUSE CONCIERGE



Event Planning



- Schedule and organize open house events.
- Ensure all necessary materials (brochures / flyers are made with pricing and property information).

Staging and Presentation



- Set up all open house signs on every intersection that is coordinated.
- I can pick up balloons to attach to each sign (colors can be picked out).
- Bring water and leather barstools to sit on.

General Services



- Greet each individual warmly and help provide an appealing atmosphere.
- Highlight key features of the house.

Marketing and Promotion



- Promote open house through social media on my business accounts and personal accounts.
- Coordinate with agents to ensure maximum exposure.

Logistical Support



- Manage sign in sheets and collect contact information from each visitor.
- Follow up with each potential buyer post-event to gather feedback and gauge interest.

Additional Services



Going door to door beforehand and notifying each neighbor that there will be an open house so that there might be more traffic than normal and that if they want to stop in they are more than welcome.



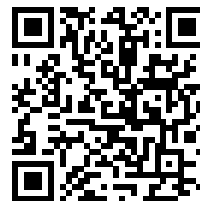
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