



# *The* ***Las Vegas Tourist Guides Guild***

## **CPTG Training: Pre-Tour Practical Tips**

**Presentation** – Initiate narrative before reaching venue. Indicate venue to left or right

**Information** – Present only factual and accurate information

**Interpretation** – Relate to Senses – Sight, Touch, Smell, Hearing, Taste

**Aids** – Utilize Microphone, DVD's, Photos, I-pads, Brochures, Flyers, Guides, Maps, GPS

**Photography** – Offer to take individual and group photos. Advise guests to stay 6-feet from canyon rims

**Prohibited** – Remind guests not to remove artifacts, fossils, fauna, flora, or rocks

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### **Prepare for your tour assignment**

Assemble and organize your notes, aids, business attire.

### **Confer with tour motorcoach driver**

Outline tour. Pre-check that microphone and DVD operate.

Exchange telephone numbers with driver.

Always allow driver to exit motor coach before passengers.

### **Greet guests as they board motorcoach**

#### **Onboard motorcoach**

Confirm number of passengers with tour leader.

Introduce your motorcoach driver, and yourself. Briefly present your qualifications, experiences as a Certified Professional Tourist Guide.

Present an overview of the tour.

Present requests and instructions. Request promptness; consideration for other guests by turning off cell phones, and do not compete with the tour guides presentation. On longer motorcoach tours, explain that the lavatory is available for emergencies, and that periodic stops will be made for convenience, food and beverage.



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Request guests dispose of personal trash. (In self drive vehicles you can distribute bottled water, snacks, lunch; you can provide chargers for cell phones, i-pads and cameras.)

Remind guests that while on public and private property do not remove artifacts, fossils, fauna, flora, or rocks.

Onboard Safety tips: Request guests remain seated while the motorcoach is moving; be cautious of motor vehicles when disembarking; and use crosswalks.

Off-board Safety tips: Stay hydrated, drink water; wear a hat, cover skin, and wear comfortable closed toe footwear; use sunscreen and sunglasses; be cautious of sheer canyon walls, loose gravel trails, curbs, and vehicles.

AC – Art Chesmore