

Your tour introduction is one of the most important parts of your tour. This is the time where you will be able to share with tour takers what they can expect to learn on today's tour with you. The introduction will take place in the plaza in front of Union Station and it should not last more than **10** minutes. As you prepare your introduction, please make sure to include the following information.

1. **What are the learning goals/objectives for your tour?** Make sure to mention these goals at some time during the introduction of your tour. Be sure to re-emphasize these goals/objectives at the conclusion of your tour. List 3 goals/objectives.

2. **Prepare your Introduction** (make sure to include the following 3 components):

A. Greet Your Group

- Introduce yourself
- Introduce Historic Denver as the host organization
- Ask "where are you from?" (*This is important to make a connection with your tour group!*)

B. Introduce the story/theme of your tour:

Begin to think about YOUR theme you determine is the important story to tell. How will you tell the story of LoDo and its historic architecture? What facts about LoDo and Denver's history do you consider being essential for helping tour takers understand the historic architecture and the tour route? What do tour takers need to know before leaving for the tour? You will have limited time, so choose the most essential facts, information, events, etc. Remember, you can present other important information during your tour.

C. Below are tour guidelines that tour takers will need to enjoy your tour. What else would you add?

- I have chosen certain vantage points for you to see the various elements of the building; I will stand with my back to these elements and you will gather in front of me and look over my shoulder.
- Sometimes, I may stop talking, so I will not compete with the noise of the street
- Please gather in close to me at each stop so you can hear and we don't block traffic

3. **Choose three historic events or topics that would be easier to explain at one of the tour stops rather than taking time during the introduction. Be sure to describe where on the tour you will do this.**

a) Topic:

Where it will be presented:

b) Topic:

Where it will be presented:

c) Topic:

Where it will be presented: