

# PRESERVE THE 'BURG

## Porch Party Considerations

Preserve the 'Burg is grateful to the many hosts who have opened their homes to our members and guests over the years. Our staff works diligently to ensure that hosts enjoy the experience as much as the guests!

**If you are interested in opening your home for a Preserve the 'Burg Porch Party, here are a few considerations to help you make a decision.**

- Do you consider your home historic or otherwise unique in some way?
- Does the home have space to accommodate 100-250 guests? Think creatively about space - we've had many parties in small bungalows with beautiful backyards!
- Is the home handicap accessible?
- Do you have information about the house that could be used for a guided tour or informational display?
- Is there anything you want shown during the porch party (special items that came with the home, unique features of the home, articles written about the home)?
- Do you think there is adequate parking nearby? Do neighbors need to be notified?
- Are there any photographs of the home we can have access to for promotion of the event? If not, is it okay for PTB to photograph your home?

**When our staff comes for a site visit, here are a few things they may ask:**

- Are there certain rooms/areas that you would like to keep off limits?
- How many bathrooms are available for use?
- Can the kitchen be used by a caterer if necessary?
- Are there any restrictions on where food and drink are allowed (for example- no food upstairs, no red wine indoors)?
- Is there space for a musician? We typically prefer a flat covered space with electrical outlets nearby.
- Is there access to tables/ chairs to be used for seating and dining areas for guests? (this will then determine PTB's rental needs).
- Where will food be served?
- Where will the bar be placed? (PTB to provide wine and non-alcoholic options and beer provided by sponsor)
- Where will the registration table be placed?
- Where will the membership and merchandise tables be placed?
- Where will trash can and recycling bins be placed?(3 large bins provided by PTB)
- Do you have a list of special guests (friends, family, neighbors, etc.)?

If you think your home would make an appropriate site, we would love to talk with you! Please contact Laura Flint at [coordinator@preservetheburg.org](mailto:coordinator@preservetheburg.org)