

Outline for Topics During Capricon Tour

Prior to the tour, grab the tour sign, a program book, a pocket program, a 1st Time ribbon, a newsletter.

I. Introductions

A. Introduce self (& other guide if present)

1. Name
2. Years attending this Convention
3. Years working this Convention
4. Other fan related experience

B. Ask attendees to introduce themselves

1. Name
2. Cons they've attended / types of cons they've attended - this will give you an idea of how to focus your tour. If the attendees are brand new to all conventions, they will need more information than someone who has attended other cons.

II. Terms to know - these are mainly for those new to cons, but there might be terms specific to your convention or type of convention that you should share.

- A. GoH - Guest of Honor
- B. Ops - Operations
- C. Gopher - Volunteer
- D. Door Dragon - a gopher checking for badges at the door to a room
- E. Concom - convention committee - the department heads for the convention
- F. Conchair - convention chairperson
- G. Consuite - Convention hospitality suite - snacks and drinks
- H. Phandemonium - the legal organization that runs Capricon
- I. Board - the Board of Directors of Phandemonium
- J. Ghost - someone who comes to the convention but doesn't buy a badge. Usually a repeat offender.

III. Basics of the Convention - talk about different things in more detail

A. Badges

1. Staff Badges
2. Guest of Honor Badges
3. Any other special badges

B. Departments / Areas to mention

1. Ops
 - a. Any issues or problems, go to Ops. If Ops doesn't help, ask for conchair or board member.
 - b. Location of Ops
 - c. Hours of Ops

2. Program Ops - if anyone is doing a panel
3. Consuite
4. Gophers
5. Info Desk
6. Others

C. Parties

1. Hotel rules regarding alcohol
2. Any relevant party rules

D. Events of note

1. Art Auction/Artist Showdown
 - a. Charity auction
 - b. How silent bidding works
 - c. Placing a bid means you're serious - if you win, you HAVE to pay.
2. SpaceTime Theater
3. Euchre tournament on Friday and Saturday night
4. Any other things that are special that year

IV. Mention Other Cons Similar to Cap

- A. Local
- B. Not quite so local

V. Other Types of Cons

- A. Local
- B. Not quite so local

VI. Wrap up with Q & A

Statistics

Capricon 2018:

Thursday to Sunday convention

5pm Tour on Thursday

6:30pm Tour on Thursday

11:30am Tour on Friday

5:30pm Tour on Friday

10am Tour on Saturday

Worldcon 76:

Thursday to Monday convention

3pm Tour on Thursday - over 50 people

11am Tour on Friday - around 30 people

11am Tour on Saturday - around 20 people

Notes

Plan your route - check if there is an interesting panel that you can stop into. Talk to a panelist on that panel beforehand if possible to check that it would be ok.

Don't assume that people who attend the tours know what anything is. Ask if they've attended previous conventions and what type of convention to try to gauge knowledge.

Describe an area or a term, but don't go into overwhelming detail or people's heads will explode.

What is: consuite, art show, dealers room, ops, gophers, etc.

Describe how to identify staff and/or people to go to if you have questions.

Mention:

- Lost and Found
- Info Desk
- Newsletter
- On-line schedule
- Pocket Program
- Freebie Table

Talk about the Code of Conduct for your convention and what to do if you need to report something.

Tell some stories and share some history of the convention. Bonus if these stories are teachable moments.

Talk about how to get involved:

- Volunteering and getting reimbursed or a roll-over badge
- Board level stuff

This all needs a person who is very personable and welcoming. It needs to be a person who knows the convention and the culture.