**Preparation sheet for tour guides**

**A. OBSERVE**

Before anything, have a slow walk around your selected area and make notes/take pictures about possible things or places that you may want to talk about.

Ask your self: What can I see behind this ordinary place? What information could I share about this location?

Draw a mini map if necessary, and mark interesting places/things.

**B. SELECT**

List of stops and highlights:

1. 5.

2. 6.

3. 7.

4. 8.

More? …

What would be your tour’s name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your tour’s theme?

**C. ENQUIRY**

* What are the facts about the places/things I selected as highlights? **(Research).**
* How it is composed/constructed? **(Observe and research)**
* What’s the story behind it? Are there any stories that people know related to this thing/place? Ask for personal stories; find experts in the subject/object of interest. **(Talk to people)**
* Add your personal touch: You can also list what personally took your attention or how are the chose highlights related to your interest/project.

**D. SELECT AGAIN AND PREPARE**

Now that you have collected a bunch of information, select the tour stops and stories you want to tell about them. You are ready for the tour, have fun!