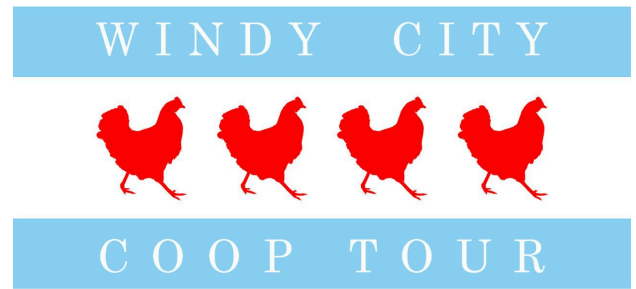


# WINDY CITY COOP TOUR

## Host Instructions and Checklist

To ensure both Hosts and Visitors have a pleasant Tour experience, please review, make notes, and refer back on day/s of Tour as needed. Send your suggestions and ideas about what works, and changes to make in the future!



## PRE-TOUR OUTREACH

The Tour is more fun with a steady flow of Visitors to your coop.

- Send out Tour PR and flyers to your email list and other listservs, share on Facebook etc. Ask your family and friends to help promote the Tour!
- Post Tour flyers in your alderman's office, library branches, schools, local stores, etc.
- Ask local sources to e-blast the Coop Tour press release, or add to their e-news, bulletins and the like. For example: chamber of commerce, neighborhood news and Facebook sites, block clubs, planning associations, churches...

## PRE-TOUR PLANNING

Get ready for your Day/s of Tour. Prepare your yard, garden, and coop area to handle flow of Visitors. Think through the following issues and discuss with your helper/s.

### Yard Capacity and Flow

- How many people make sense in your yard at one time?
- If the yard is already full of people, is there a place where other Visitors should be directed to wait (and is there someone else who can help do that)? You can set up a station with ChiChickEns reading materials to browse while waiting.
- How will the Host know if people are waiting, and how will helpers know if the Host needs a hand? Have a communication plan in case of mobs!
- How long will you give each group of Visitors if others are waiting to enter the yard?
- If Visitors arrive with bikes or strollers, where can they be safely stashed or locked up without damage to your or neighbors' yards and property?

### Directing Visitors

- How will you direct Visitors through your yard to the coop?
- Are there sections of the property that are off limits? Consider roping off areas you want to protect from roaming Visitors.
- We recommend Hosts NOT offer Visitors access to their homes to use restrooms or get drinking water. Hosts may choose to provide refreshments as they wish.
- Is there a local business like a cafe or market, or a public restroom where Visitors can go for refreshments and restrooms?
- You can set up a handwashing or finger-rinsing station (could be your hose) for yourself and Visitors.
- We instruct Visitors NOT to bring dogs on the Tour and recommend that Hosts NOT invite unknown dogs into their yard. If anyone arrives with a dog, it should not enter the yard without Host's permission (if Host chooses) NOR should dogs be left alone outside the yard.

# **FREQUENTLY ASKED BACKYARD CHICKEN QUESTIONS**

*Be prepared to answer these questions. Train your helpers to answer them too!*

1. What breeds do you have? Why did you choose them? Would you recommend them?
2. How many eggs do you get each week?
3. Do you have roosters? (To lay eggs, do hens need a rooster?)
4. Where did you get your chickens?
5. What do they eat? How much do they eat?
6. Where did you get your coop and how much did it cost? How does it work? Is the design a good one for you?
7. How much does it cost to get started keeping chickens?
8. What is your daily chicken care routine?
9. How often do you clean the coop? How do you do it?
10. What do you do with the manure and bedding after you clean it out?
11. Do you have problems with rats, mice, flies, other animals? What do you do about that?
12. What do you do with your chickens in the winter?
13. Do chickens make noise? Do your neighbors notice or care?
14. What do your neighbors think about it? Have you had any difficulty with them or anyone else?
15. How old will they get? What will you do with them when they start laying eggs?
16. Do they get sick? What do you do if they get sick or die?
17. Why did you become a backyard chicken keeper?
18. Other questions:

# **DAY OF TOUR – SET UP**

## **Things You May Need**

- Tape for posting Tour materials: Tour Sign, Tour Site Info, Waiver and Release of Liability Notice, reading materials, (“No Dogs Please” sign?)
- A small desk or table
- Clipboard/s for sign in sheet, notepad for notes
- Pens/pencils
- Rocks or weights for holding down handouts
- Small bowls for visual aids: chicken feed, scratch, etc.
- Padded dish or egg carton to show off eggs
- Other supplies and equipment
- Beverage for Hosts!
- Refreshments for Visitors, IF you want to provide them
- Biosecurity station at entrance (more info below)
- Hand-washing station (or hose)
- Name tag, chicken hat, or other way of pointing out the Host
- Camera (keep it with you)
- A helper or two!
- Tour Organizer phone number in case of quandaries: Jenny Addison 773 263 9149 (text gets a faster response!)

## **Things to Do**

- Post your Tour Sign in a visible place like a fence or front door where Visitors can see it from the street and sidewalk. Add other signs with arrows as needed to guide people to the coop.
- Post the Waiver and Release of Liability Notice where Visitors can see it as they enter.
- Protect your chickens from foreign bacteria on Visitors’ shoes: Prepare a shoe-cleaning station at the entrance to your coop/yard. Even if they haven’t visited other coops before yours, this is a good preventive measure against communicable diseases. See below for more info.
- Set up a place for the Tour Visitor Sign-in Sheet and Chicagoland Chicken Enthusiasts Handouts.
- Have pens on hand for Visitors to use when signing in.
- Display a copy of the Tour Site Info (hang, put on clipboard or in a binder). Visitors may download and print, but it’s helpful to have a hard copy. Secure so they don’t wander off.
- Set up any other displays you want to provide: chicken feed, scratch, and oyster shell in small dishes, eggs from your birds in padded dishes or cartons, types of bedding, and so on. Consider a display people can browse while waiting – with photos and descriptions of your hens, or reading material like ChiChickEns’s *Recommended Practices*, and *Shattering 7 Urban Myths about Chickens*.

# **DAY OF TOUR – PROCESS**

- **Direct Visitors** to your coop - use signs, ropes/flagging tape, as you wish.
- **Greet Visitors and ask them to sign in LEGIBLY!** Even if they already signed in somewhere else, ask them to do it again so we can track numbers of Visitors and from where going to various sites (AT LEAST get their ward, zipcode – and town if not Chicago).
- If they want to join the [Chicagoland Chicken Enthusiasts](#), make sure their **full name** and **email address** are legible.
- Ask people how they heard about the Tour – helps us with marketing in future.
- Tally the number of Visitors you see during the course of each day at your site.
- Offer Visitors the half-page ChiChickEns handout with links, basic resources and info.
- Describe your coop, birds, methods, and answer questions
- Keep an eye on strays (roaming Visitors of all ages that head into areas you'd prefer they not be.)
- **TAKE PHOTOS** and ask Visitors who take photos to contact Tour organizers so we can collect good images from the Days of the Tour. #chicooptour #chichickens @chicagochickens
- **HAVE FUN!**

## **AFTER THE TOUR**

- Collect sign in sheets and your own tally of Visitors. Scan/snap a photo and send to [windycitycooprtour@gmail.com](mailto:windycitycooprtour@gmail.com)
- **Email** photos to [windycitycooprtour@gmail.com](mailto:windycitycooprtour@gmail.com) -- OR upload them with hashtags #chicooptour and #chichickens on Facebook, Twitter, Instagram, etc.
- Complete the Tour Survey (link will be emailed to Hosts after the Tour) so we can have your comments and feedback for next year.

# **BIOSECURITY RECOMMENDATIONS**

*Jen Murtoff, Home to Roost Urban Chicken Consultant*

## **SUGGESTED TOUR PRECAUTIONS**

- Allow only those with symptom-free flocks to Host the Tour.
- Advise Visitors who own chickens to bathe/wash hands/hair/clothes and clean shoes with a disinfectant solution (see **Disinfectant Solutions**) before and after tour.
- Visitors may not handle Hosts' birds.
- Tour Hosts clean up poop and keep visitors in designated areas.
- Tour Hosts provide disposable shoe covers to guests.
- Hosts can provide "shoe bath" with disinfectant solution (see **Disinfectant Solutions**).
- Have a disclaimer indicating that folks participate at their birds' own risk.
- Disinfectant Solutions
  - Bleach\*: 1 Tbsp bleach to 1 qt water
  - Ammonia\*\*: 3.5 ounces per gallon of water
  - Vinegar\*\*: Undiluted
- \*Do not mix bleach with other cleaning/disinfecting solutions. \*\*Not registered as a disinfectant with the EPA and does not kill staphylococcus bacteria.