

Tips for being a good guide

Checklist for picking up guests from the airport / main station:

- ☑ Do you know the way to the airport / railwaystation? Check the route and look how long it takes to get there.
- ☑ When do you have to leave home to be there at the right time?
- ☑ Don't forget to think about, how you will get from the airport / railwaystation back home with your guests. You will be with a big group and they may have a lot of luggage with them... Is it comfortable to use the subway, the bus, the train or do you have to organize some cabs?
- ☑ Check the arriving time of the plane / train. Are the guests coming on time?



Things you have to check in advance!

- ☑ What is the platform / arrival hall? Sometimes the platform / arrival hall changes spontaneously. Keep an eye on the information screens!
- ☑ Make sure the guests can see you at the arriving. Write a sign with your name or the name of your guests. You can also use something else than a sign, be creative! It's important, that they find you at the arriving, because maybe you will meet each other for the first time.
- ☑ Introduce yourself. Maybe you can also learn a few sayings in the mother language of your guests?! 😊
- ☑ Ask them how they are. Your guests may have had a long trip and it's very possible that they are tired / exhausted / hungry /...
- ☑ Explain how and where you are going next with your guests, so they know what's going on.
- ☑ Watch out to keep your guests / the group together, so nobody gets lost.
- ☑ You should bring them first to their guests / hotel / hostfamilies, so they can put their stuff away, have a rest and can relax a little.
- ☑ Now it's time to spend some time together. ❤️

Can you say this in English?
If not, it's always possible to use your hands and feet 😊