

## 2026 Spaces & Traces: Upper East Side

May 2, 2026, 10 am to 4 pm

### Volunteer Information

#### GENERAL EVENT INFORMATION

- 8 houses on the Upper East Side. Visitors will make their own itinerary.
- Event HQ at Plymouth Church UCC, 2717 E. Hampshire St., Milwaukee, WI 53211
- Presentation by Brian Fette at 2 pm at Plymouth Church.
- Parking/Transit
  - Street Parking: Please follow street parking signs and meters
  - MCTS: Consider taking the bus, visit <https://www.ridemcts.com/> to plan your journey

Volunteer Tickets: 50% off – use code online code: VolunteerSpaces2026

#### VOLUNTEER ASSIGNMENT

- Volunteer shift, approx. 4 hours: 9:45 am – 1 pm; 12:45 pm – 4 pm
- Assignments are sent out via email. Please confirm your shift when you receive the shift confirmation email.
- The shift assignment will note your assigned property and placement. Placement means where you will be assigned within the property. Assignments include: Kitchen, Living Room, Dining Room, etc.
- Exterior volunteers will share general information about the property and hand out wristbands/check tickets as needed. Please dress for the weather, this tour happens rain or shine.

#### GENERAL VOLUNTEER INFO

- Stay home if you're sick but please notify your building captain
- Restrooms: Volunteers can use bathrooms at the property they are assigned, but visitors cannot. Use restroom before reporting for your shift.
- The majority of volunteer assignments will be provided with a script that the volunteer will use to share information about the home with visitors.
- Scripts will be provided via email (April 22) as well as printed and provided on the tour date. Please review and practice your script and stick to the information that has been shared.
- Wear your volunteer badge (available at assigned sites). Please return the badge after your shift is complete. The badge is used to identify you as a volunteer (not for priority access in lines like Doors Open).
- Do not leave your position unattended
- Visitors and volunteers are not permitted to take photos inside private residences
- Bottles of water are okay, but no open-container beverages in buildings
- No talking on your cell phone or texting during your shift
- Be friendly and welcoming to visitors :)
- Ensure tour takers stay in tour spaces. House Captain will help cordon rooms where required.
- Ensure booties are being worn – discourage booties outside. Volunteers will also be asked to remove shoes and wear booties during the shift.
- Guests and volunteers should not sit on furniture. Captains will have folding chairs for those who need to sit.

## TICKETING INFO

- Tour takers buy tickets online and show their ticket at the first property visited to receive a wristband on the tour day. Tickets can be printed or shown on a mobile device. After their first stop, tour takers will show their wristband (wristbands may be different colors)
- If you are assigned to the exterior of the building, you will be checking wristbands or giving wristbands to those who show a paper or electronic ticket. Captains can also help with this during busy times.
- If someone visits without a ticket, advise them to make the purchase:
  - Online if they have a smart phone or to visit, [historicmilwaukee.org](http://historicmilwaukee.org). There will be a framed QR code people with a smart phone can scan.
  - Someone who doesn't have a smart phone can visit Event HQ to buy a ticket, Plymouth Church UCC, 2717 E. Hampshire St., Milwaukee, WI 53211.

## QUESTIONS? PROBLEMS?

1) Contact your building captain for any issues leading up to or on the day of the event:

- Questions about your role
- Unable to make shift/Late for shift
- Visitor problems
- Need more brochures or other materials

2) If you can't get in touch with your building captain, contact:

Julia Griffith: 608-628-6487

Grace Fuhr: 414-916-2463

Texting is preferred!

Before the tour day:

Contact Historic Milwaukee in the meantime: 414-277-7795 or [info@historicmilwaukee.org](mailto:info@historicmilwaukee.org)