



General Grand Chapter
Order of the Eastern Star
Established November 1876

All tours are by appointment. Tour requests must be emailed to the International Headquarters Administrator at Lvonweigel@easternstar.org

Tour dates are tentative until confirmed by the International Headquarters Administrator within two months of the tour date.

LARGE TOUR GROUPS OF FIFTEEN (15) OR MORE – Monday thru Saturday

1. A suggested donation of \$10.00 per person is encouraged and appreciated for non-Eastern Star or non-Masonic members.
2. The tour date and estimated number of participants must be scheduled and approved by the International Headquarters Administrator by email at least thirty (30) days in advance. The tour group must send a deposit of forty-five dollars (\$45.00 US\$), payable to the General Grand Chapter, OES, at least fifteen (15) days before the tour date. Please note that the deposit is non-refundable for no-shows; it will otherwise be refunded after the tour. The tour coordinator's cell phone number is mandatory. The tour time must be no later than 10:00 am on the scheduled date.

SMALL TOUR GROUPS OF FEWER THAN FIFTEEN (15) – Monday thru Friday

1. No small-group tours will be scheduled on Saturdays or Sundays.
2. The tour request must be sent by email and must be approved in writing by the International Headquarters Administrator at least ten (10) days in advance.
3. Tours are scheduled for Monday through Friday, no later than 10:00 A.M.
4. A suggested \$10.00 per person donation is encouraged and appreciated for non-Eastern Star or non-Masonic members.
5. When scheduling the tour, please provide the name of the tour coordinator, the tour coordinator's contact cell phone number, the Chapter name, the town, and the state (if applicable).

ADDITIONAL GUIDELINES

1. An unscheduled tour request **may be declined** due to previously scheduled meetings, building repairs, maintenance, or cleaning.
2. Food or beverage services will not be provided.
3. If unable to arrive at the reserved time, the International Headquarters Administrator must be informed of the estimated arrival time or the tour cancellation by calling 240-618-2243.

Billie Bradfield
Most Worthy Grand Matron

Larry von Weigel
International Headquarters Administrator