



Plant Tour Checklist

Pre-Planning

Number of guests attending the Tour: _____

Age-group of guests attending: _____

Connections with group: *(Ex: Alumnae from school that are employees, members of the community group, relatives etc.)* _____

Time of Tour from arrival to end: _____

School or Community Group attending: _____

Requirements to communicate to the group:
Example – closed toed shoes, long pants... _____

Planning:

What are the key areas that can be visited in the time allotted? _____

What Audio-Visual Tools/will be needed? _____

What PPE will be needed to visit the key areas? _____

- Is there enough PPE for the tour group?
 - Order placed if applicable.
- Run-through performed inside building.
- Ruth-through performed outside building.
- Give-aways/Swag Counted or Ordered

Preparation:

- Give-aways/Swag Ready
- Food prepared/ordered/packaged. If serving food – plates, napkins, cutlery, drinks, cups ...
- Outdoor Areas Reviewed and Cleaned and Tour Ready
- Entry point Tour Ready
- Tour holding-area Tour Ready
- Tour pathway Tour Ready
- Restrooms Tour Ready
- Audio-Visual system tested
- Will there be an activity with the group?
 - Handout?
 - Product passed around?
 - Exercise/Learning opportunity to create something?



**VALLEY
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ASSOCIATION**



Presentation:

- Audio/Visual practice, cued and ready
- Does the presentation showcase your Mission, Vision, Values, Culture
- Does the presentation showcase your product in a light where the group can see how it fits into their world?
- What problem does your product solve?
- How does your company support their employees? Any special days, perks for advantages?
- The Tour:*** Have you highlighted unique things about your process or product on your tour?
- Have you added any fun facts or data points you can share on the tour?
- DON'T mention Losing Fingers and Toes (even if you are kidding)
- DON'T talk about your accident record (even if it's impressive)
- DON'T talk about how their generation is lazy or your generation is hard-working or any other comparisons like that.
- DON'T talk for more than 15 minutes without interaction from the Group
- DON'T ask "Do you have any questions?" ASK "***What Questions do you have for us?***"
- Ask Open-ended questions and ask probing questions to ensure they are engaged.

Follow-up

- Did you ask if you could stay connected?

Questions for the Teacher/Leader:

- Business Advisory Group potential?
- Job/Career Fair/Career Day Speaker opportunities?
- Guest Speakers Needed?
- Sponsorship or donations needed.