

Factory Tour Checklist

PURPOSE – answer the following questions:

- ✓ Why has this tour been scheduled?
- ✓ Who will be in attendance?
- ✓ What outcome are we anticipating from the plant tour?
- ✓ When is the tour scheduled, including time of day?

PLANNING– answer the following questions:

- ✓ What parts of your facility will the tour visit?
- ✓ Will personal protective equipment (PPE) be required?
- ✓ How will attendees interact with the tour guide?
- ✓ Who best knows the area to be toured?

PREPARATION

- ✓ Organize and clean your facility and grounds.
- ✓ Organize and clean the specific areas of the facility that the tour will visit.
- ✓ Organize and clean restrooms.
- ✓ Designate and prepare an attendee gathering place. This area should include ID tags, tour guide headset systems, snacks and more.
- ✓ Prepare for bad weather. Have a plan to store coats and umbrellas as well as provide protective covering for wet shoes.

PRESENTATION

- ✓ Designate team members to greet guests upon arrival.
- ✓ Designate a Plant-Tours.com rep or a team member to get audio communication systems ready to hand out and collect upon return.

FOLLOW-UP

- ✓ Follow up notes, email and surveys.
- ✓ Social media posts to promote event and spread the message to those who couldn't attend.
- ✓ Post-event meeting to review successes and areas of improvement for future events.