



## PLAN A STUDENT TOUR

Host Resources and Planning Guide

### QUICK GUIDE

This document compiles links to templates, forms, and other online resources to plan and execute your Student Fabricator Tour Event.

*Notes are indicated in italicized text.*

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# EVENT PLANNING GUIDE

## INTERNAL DECISIONS + ACTIONS

- Identify the maximum number of attendees you can host (*i.e. Ask yourself: Is touring a group of 40 students ideal, or would 20 be a more comfortable fit?*)
- Identify the date, time, and schedule of the event

Proposed schedule – *edit as you see fit*

- 10:00 a.m. Student arrival
- 10:05 a.m. Fabricator welcome
- 10:10 a.m. Fabrication shop and office intro and welcome, overview, Q&A, safety brief—*where is this happening?*
- 10:30 a.m. Tour of facility and hands-on station(s): document reading, fitting and layout activity, and other mock-up activities
- 11:30 a.m. Tour wrap-up
- Noon – 12:30 p.m. Lunch and Q&A—*where is this happening?*
- Confirm the number of attendees with school(s)
- Order catered lunch for attendees (including school staff) and your own staff
- One (1) month ahead of your event, [order AISC giveaways](#)
- Host event
- Provide event [feedback](#) to AISC

## SCHOOL COMMUNICATIONS

- Use the [Student Outreach Worksheet](#) to research local career and technical education schools to identify curriculums offered, program directors and instructors, emails, and phone numbers
- Connect with school(s) contact(s)
  - Email invitation flyer – *consider setting a read receipt*
  - Call follow-up with each school
- Share the maximum number of attendees you can host and coordinate attendance among all of the schools
- Share that the school is to coordinate travel unless you decide to coordinate
- If requested by the school, send an edited invitation flyer for the school to distribute
- Confirm the total number of attendees
- Ask for all attendees to complete the [waiver](#)
- Request event feedback from the school(s), students and educators, while they are still onsite using this [survey form](#)
- Thank the school for their attendance, offer them the [transportation reimbursement form](#) (AISC offers up to \$1,000 per school per event), and discuss future partnerships

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# PARTICIPATING SCHOOL COMMUNICATIONS & REQUIREMENTS

## INVITATION FLYER TEMPLATE

- [Download](#) a Word .doc from Google to your computer
- Edit for your company and your event needs

## WAIVER/PERMISSION SLIP TEMPLATE *Required*

- <18 year old attendees require permission from parent or guardian
- [Download](#) a Word .doc from Google to your computer
- Edit for your company and your facility needs
- We recommend hosts require waivers for all participants
- The host is responsible for collecting all waivers

## ATTENDEE EVENT FEEDBACK FORM

- Request event feedback from the school(s), *students and educators*, while they are still onsite using this [survey form](#)

## SCHOOL TRAVEL REIMBURSEMENT FORM

- We recommend sharing this [reimbursement form](#) following the event in your thank you communication

# EVENT HOST RESOURCES

## HOW TO RUN AN ENGAGING TOUR

[Download](#) this helpful PDF to help guide your tour, and customize the content based on your facility needs

## WORKFORCE DEVELOPMENT ENGAGE + RECRUIT RESOURCES

Visit the [site](#) for various engagement resources

## RAFFLE ENTRY TICKETS

[Download](#) this helpful Word .doc to use as raffle entry tickets if you raffle a big-ticket giveaway

## HOST EVENT FEEDBACK FORM

Please share your [feedback](#) with AISC so that we can make the event better in the future



**Smarter.  
Stronger.  
Steel.**