



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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Participating School Communications

- Invitation Flyer Template
- Child Waiver/Permission Slip Template – *Required*
- Adult Waiver Template – *Required*
- Attendee Event Feedback Form
- Travel Reimbursement Form

Event Host Resources

- Tour + Hands-on Activities Template
- Poster Template
- Raffle Entry Tickets
- SteelDay Host Online Resources
- Host Event Feedback Form

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

Plan a Student Tour

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