

PLANT TOUR Planning Checklist

- Step 1**
Establish the purpose and objectives of the tour.
- Step 2**
Determine who will lead the tour.
- Step 3**
Determine who will be taking the tour.
- Step 4**
Establish a date and time.
- Step 5**
Send invite and reach out to confirm.
- Step 6**
Notify all employees when and where the tour will take place.
- Step 7**
Order/Purchase any items you may need by contacting SBCA staff at 608-310-6736.
Make sure you factor in shipping time.
- Step 8**
Print and assemble the handout materials.
Complete them the week of the tour.
- Step 9**
Host a quick meeting with all employees involved in the tour to make sure everything is ready.
- Step 10**
Host the tour.
- Step 11**
Hold a follow-up meeting with those involved to get feedback, insights, and understand what needs to happen next.
- Step 12**
Send “thank you” notes and follow-up.
- Step 13**
Let SBCA staff know how it went and send them photos to promote your hard work and give your company greater exposure.

As you plan your tour, please contact SBCA anytime if you have any questions or may need any guidance.

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Website: sbcindustry.com