**October: Manufacturing Month**

**Complete Event Checklist**

1. Preparing for a manufacturing day event

**Setting Up a Manufacturing Day Event**

* Determine the format of your event
* (presentation, facility tour, roundtable, etc.)
* Determine the desired length of your event
* Register your event on www.mfgday.com/user/register
* Decide who to invite
* Send the invitations
* Track and confirm RSVPs and follow up as necessary
* Distribute memo of visit to employees

**Organizing a Facility Tour**

* Put together internal planning group, if necessary
* Craft welcome and introduction
* Establish look and feel of welcome area
* Create name badges for guests and staff
* Determine required safety equipment
* Brief tour guide(s)
* Craft tour script
* Hire/designate photographer
* Prepare an information package
* Research talking points, your company
* story, current events, legislative tasks, etc.
* Prepare a map of the tour route
* Write out any questions for students, educators or other attendees

**Preparing Displays/Literature**

* Determine product display, if applicable
* Gather company literature and background materials
* Display your association materials, if appropriate
* Download and use the Smart MFG app and comic book

**Planning for the Media**

* Draft a media advisory, if desired
* Prepare area for news media
* Prepare a message from the CEO

 If you would like assistance with Manufacturing Day planning, activities or have questions contact:

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