

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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