BE PRO BE PROUD

BEPROBEPROUDAL.ORG

BUILDING TOMORROW'S WORKFORCE

MOBILE WORKSHOP TOUR STOP CHECKLIST

TOUR STOP REQUIREMENTS

1) PLANNING & LOGISITICS

☐ ATTEND: Planning Call with Be Pro Be Proud Team

PARKING LOCATION IDENTIFIED

☐ SEND: Photos of Identified Location

☐ CONE OFF: Location Before Mobile Workshop Arrival

SCHEDULING

☐ CREATE: Student Schedule - Template Available

☐ SECURE: 8 MVP Volunteers Secured

☐ SEND: MVP List and Student Schedule

MOBILE WORKSHOP GUESTS REQUIREMENTS

☐ SEND: Confirm Contact Information for Onsite Point of Contact

2) PRE-VISIT & POST-VISIT SURVEY

☐ COMPLETE Student Pre-Visit Surveys Before Tour Day

☐ COMPLETE: Student Post-Visit Surveys 7-10 Day After the Tour

☐ COMPLETE: Champion Survey 7-10 Day After the Tour

3) JOIN THE MOVEMENT

☐ ENCOURAGE: Interested Students to Join the Movement (Student Choice)

ENHANCED TOUR STOP COMPONENTS

In addition to the requirements above

1) INVITATIONS & ANNOUNCEMENTS

☐ SEND: Superintendent and Principal Invitations - Templates Available

☐ ANNOUNCE: Staff Meeting Announcement to – 4 Slides – Template Available

☐ ANNOUNCE: Announcement to Parents - Template Available

☐ SEND: Local Industry Invites – Email Copy Available

☐ SEND: Local Elected Official Invites - Email Copy Available

2) MEDIA

☐ POST: Social Media Posts – Templates Available

☐ CREATE: Press Release - Templates Available

3) POST EVENT REPORT & FOLLOW UPS

☐ CAPTURE: Testimonials from Student & Teacher

☐ CONNECT: Students who Join the Movement with Next Steps

SEND ALL DOCUMENTS AND QUESTIONS TO: **ALTOURS@BEPROBEPROUD.ORG**