

Suggested Template for Open House / Plant Tours

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Site Selection:

- Look for companies that have new equipment and/or new plant sites.
- New equipment that would be interesting to see:
 - New diecutter with stripping and/or blanking units
 - New laser
 - Router
 - Counter cutter
 - Automatic bender
 - Plotter/samplemaker

Sometimes a company is willing to share managerial techniques that they use to reduce makeready time, safety procedures, and workflow. Or, speakers can address these subjects during open house.

Chapter officer should call or visit the plant to see if they would be willing to let the Chapter meeting be held there. Explain the benefits to the plant and attendees.

Schedule:

- On arrival, walk through designated areas and/or participate in guided tour(s). The plant designates areas that are OK to tour and the plant would provide guides and/or monitors who could answer questions at the machines. Machines could be running during the tour or not. This depends on whether the plant needs to operate during this time period. If the machine company vendor is present, they can also be a source of information at their machines during the tours.
- Dinner (buffet style has been best)
 - Plant can often help select meal source/servers----may offer to subsidize meal or Chapter pays for meal.
 - Menus that seem to work well: Chicken and beef dinners (to give a choice) in buffet with green salad, potato salad, bread and dessert. Soft drinks, water, coffee.
 - Appropriate number of tables and chairs need to be provided and located in opportune place (usually right on the plant floor between or in the area of the machines.
 - Either the plant has the tables and chairs or rents them and arranges for delivery and pick up, or the Chapter rents them and arranges for delivery and pickup. The Chapter or host plant pays for the rental. Cost can be determined by contacting rental firms in the immediate area of the meeting.
- Program

- Suggestion is at least 2 speakers and topics of 15 minutes to 1/2 hour each (You don't want to bore attendees)
- May require podium, microphone, projector and screen - could be movie, Power Point presentation, use charts or slides or graphs. Presentation may also be from the platform of a machine with the audience seated at tables in front of machine.
- A lively question and answer period generates enthusiasm and education.
 - After the program, plant tours continue until close of meeting.
 - Follow up with a thank you letters to plant owner/manager, guides, and monitors and option of sending a certificate of appreciate to the plant

Suggested Times and Length of Tour and Dinner:

5:30 PM	Begin touring
6:30 PM	Dinner
7:15 PM	Speakers begin even before dinner is over
8:15 PM	Questions and discussions
8:30 PM	Tour again until closing at approximately 9:30 PM

Alternatives:

Meeting could begin with dinner and program at a hotel or restaurant and attendees would then drive or be transported by bus to the tour site.

Concerns:

- Plant must agree to allow all members to attend.
- Attendees must observe safety rules (ie: stay within safety lines and be provided with necessary safety equipment such as safety glasses, hairnets, clothing).
- Plant has option of covering or excluding areas or machinery for tour.