



## TOUR STOP REQUIREMENTS

### Step 1 | Scheduling

Submit a complete **Tour Stop Request Form**, a signed **Tour Stop Requirements Form**, and confirm your Tour Stop date.

### Step 2 | Logistics

**LOCATION:** The Driver will need at least 120' x 50' of unencumbered space to maneuver the Workshop into position. This is equivalent to 18 parking spaces long x 2 spaces wide. The Tour Driver will review a Google Earth view of the host location and provide suitable location options. The Driver will discuss this with the host prior to arrival.

- **Please Note:** The Mobile Workshop *cannot* be located in or block bus, carpool or fire lanes. Moving the Workshop after being setup will cause significant delay and potential termination.

**SET UP AND BREAK DOWN:** The Tour Team will need approximately 90 minutes for set up and break down activities. This can vary depending on site-specific needs and adjustments.

**LEVEL:** Any space provided must be reasonably level.

**ENTRY / EXIT:** Entry/exit routes must be free of obstructions at least 110" Wide by 15' High. Obstructions include curbs, shrubbery, tree limbs or any other similar hazard that can result in superficial and/or substantial damage to the Workshop. Failure to note such obstructions may result in delayed start.

**ESCORT:** If entry/exit to the Host Site is problematic for a full-length commercial tractor/trailer, the host must secure police or other assistance if/when traffic must be encumbered.

**PERIMETER DESIGNATION:** This Workshop site must be marked with cones, rope or other indicators in sufficient time to prevent vehicles from parking in the designated area.

### Step 3 | Planning

**AUDIENCE:** Tours of the Mobile Workshop are for eighth grade and above. (No one under the age of 13.) Any student or child under the age of 13 must be accompanied by a parent or guardian.

- **Photography:** Teachers must inform the Be Pro Tour Team of any student that does not wish to be included in photography.

**SUPERVISION:** Each group requires at least one teacher on board and supervising the class of students at all times.

- **MVPs or Volunteers:** The Tour Team requires the host school to designate 6 students or volunteers to participate throughout the tour day as Most Valued Pros.

### Step 3 | Planning / SUPERVISION (CONTINUED)

- **Briefings:** The Be Pro Tour Director will conduct briefings, either at the start of each day or the start of each period, inside a designated classroom or auditorium.

**TOUR TIMES:** For all school campus visits, the Be Pro Be Proud Mobile Workshop ("Workshop") will be ready to begin receiving students/visitors at 9:00 a.m. and conclude at 3:00 p.m. All other events will begin and end as discussed with the Event Host.

**LUNCH:** If the Tour Team is on site for more than 4 hours, they will require a lunch break. Lunch should be determined prior to arrival and coincide with the designated lunch period provided to students.

**CAPACITY:** No more than 12 students will be ushered by a Be Pro MVP to the Mobile Workshop. Once inside, they will be assigned to a simulator and then given the opportunity to rotate through and explore all 12. Each group will spend approximately 15 minutes on board, or more, as time permits.

- **Cancellation:** Be Pro Be Proud requires 14 days cancellation notice prior to your scheduled tour stop date. If the school is closed due to health and safety concerns or inclement weather, the tour stop will be cancelled. In the event of a cancellation schools may reach out to [tours@beprobeproud.org](mailto:tours@beprobeproud.org) to reschedule the Mobile Workshop.

### Step 4 | Surveys

- **Pre-Visit Student Surveys and Post-Visit Student Surveys:** Both surveys must be completed by the majority of the students who are scheduled to and do tour the Mobile Workshop. These will take less than 10-minutes each.
- **Post-Visit Champion Survey:** This will take approximately 15 minutes or less and must be completed and submitted online within 10-days of the Tour Stop.

### Step 5 | Join the Movement

- Champions must provide time and encouragement to students to Join the Movement once they've completed their Be Pro Mobile Workshop Experience. Once students select JOIN THE MOVEMENT on [beprobeproud.org](http://beprobeproud.org) they will be redirected to Tallo, where they will build an online profile that allows them to explore companies in their industries of interests and career opportunities.

TEACHER SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Email form to [tours@beprobeproud.org](mailto:tours@beprobeproud.org) | Questions? Call (501) 229-4376 or visit us at [BeProBeProud.org](http://BeProBeProud.org)

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1200 W. Capitol Ave., Little Rock, AR 72201 | (501) 372-2222