



CALHOUN COUNTY AREA  
CHAMBER AND VISITORS CENTER

# INDUSTRY TOUR HOSTING GUIDE

Congratulations on your upcoming Industry Tour!  
Here at the Chamber we do our utmost to make sure your  
business has the resources it needs to succeed,  
and helping you plan your Industry Tour is no exception.  
In order to keep your preparations organized,  
we've broken up responsibilities into categories.

# SCHEDULING A TOUR

Industry Tours are generally held in the mornings on the day chosen.

Typically, tours begin around 8:00 a.m. and last for approximately 1-1.5 hours.

With advance notice, it is possible to schedule an Industry Tour at an alternate time that works for your business and the Chamber calendar.

Confirmations for hosting an Industry tour are to be coordinated with Angie McVeigh at the Chamber at least 6 weeks prior to the desired tour date.



# TOUR ITINERARY

- Plan on about 1 ½ hours for the tour. Notify your employees in advance of the tour so they can prepare.
- Make sure the facility is “clean,” not just for presentation, but for safety!
- We suggest providing some history of your business and talk about exciting facts that would intrigue your fellow members. Tell them about the processes and any “high-tech” equipment they will be seeing on the tour.
- Map or plan out the tour route for the members, especially if there are staggered groups and/or if they will be seeing multiple buildings on the same location. Make it an efficient route, ideally paralleling your production process so they see the product from “raw to finished.” Have the members stop at each station to talk with employees who do that part of the process.
- Designate one person to moderate or oversee the tour as a whole, as well as identify those who will speak at each station.
- After the tour, there can be a wrap-up with time for questions.