



**“Leading The Industry...As One!”**

## The *“Prove It”* TM CHECKLIST

Use this checklist to assure all items are completed in advance of each scheduled tour. This will allow for seamless logistics.

Topic?	Specific Question	Answer
<b>Plant Contact?</b>	You have worked with the individual administrator or contact person at each manufacturing facility on the:	- ✓
	Scheduling	- ✓
	Meals	- ✓
	Wearables	- ✓
	Attendee List	- ✓
<b>Pre Tour?</b>	You have used the invitations provided.	- ✓
	You have reviewed the presentation.	- ✓
	Printed off and reviewed the Pre-Tour Discussion.	- ✓
	Printed off and reviewed the post tour Q & A session.	- ✓
	You have instructed your guests on proper attire.	- ✓
<b>Logistics</b>	You have obtained transportation and checked the carrier with busrates.com.	- ✓
	You have coordinated lunch either at the plant or a boxed lunch on the bus.	- ✓
	You have a cooler for refreshments (the length of the bus ride may dictate the amount).	- ✓
	You have ordered give-away items for your attendees and coordinated where and when they will receive them? From the CCZ...	- ✓
	You have communicated to all parties exactly where to be, when to be there.	- ✓
<b>Expenses</b>	You are keeping record of the primary expenses for this event, including meals, transportation and give-away items.	- ✓
	Remember you will need to expense these separate from all other accounts:  <b>21460 acct 709004</b>	

<b>You are certain of...</b>	<ol style="list-style-type: none"> <li>1. Who is coming!</li> <li>2. Why they are coming!</li> <li>3. When they are coming!</li> <li>4. What we want to show or “prove” to them!!!</li> </ol>	<p>- ✓</p> <p>- ✓</p> <p>- ✓</p> <p>- ✓</p>
<b>And For Follow-Up?</b>	<p>You have addresses that you can provide to the plant so that both you and the plant manager can send “Thank-You” notes to the attendees</p>	<p>- ✓</p>