**MANUFACTURING DAY**

**Thursday, October 27, 2016**

**Thank you for your willingness to all students from our local high schools to tour your plant and learn about the manufacturing opportunities in Kingman. Manufacturing Day is to help our high school students become aware of career opportunities in the Kingman area.**

* **The tour groups will be about 10 students and an adult chaperone with each group.**
* **The duration of the tour should be approximately 30 minutes. A school bus will drop the students off and pick them up. The schedule of tours for plant is attached on a separate sheet.**
* **The high school faculty will ask if they can take photographs in the plant. That decision will be up to each plant tour operator.**
* **The content of the tour is at the discretion of the company. The faculty would like the following information provided:**
1. **An orientation of your company and manufacturing process of the plant.**
2. **The supply chain of your company, e.g., where do the raw materials come from; how do they get to the plant; how are the finish products shipped out, where do the finished products go?**
3. **What waste products do you have and where do they go?**
4. **The types of skills (education, licenses and certifications) needed to work at the various stations of your plant.**
5. **What characteristics (dependability, work ethic, social skills, drug-free & criminal free history, etc.) must a person have in order to be considered for employment with and in order to keep a job with your company?**

**Thank you for opening up your plant and taking time for this event.**