BE PRO BE PROUD

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Tour Stop Logistics & Requirements

• **Tour Times:** For all school campus visits, the Be Pro Be Proud Mobile 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.

• **Tour Duration:** Please allow 45 minutes to 1 hour for each group of students/visitors to experience all Workshop stations.

• **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.

• **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. See Sample Schedule for suggested time.

• **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.

  o 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 of the visit.

• **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.

• **Confirmation:** A member of the Tour Team will confirm all logistics with the host at least 7 days before the scheduled tour date.

• **Cancellation:** Cancellations must be received at least 14-days before the scheduled tour date. If a cancellation is due to inclement weather, no advance notice is required. In event of ANY cancellation, the host must notify BPBPSC by email to beprobeproudsc@dew.sc.gov. We will work with you to reschedule as soon as possible.

• **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.

• **Capacity:** To maximize the learning environment, no more than 30 guests are allowed on the mobile workshop at a time. Situational needs (health or handicap) may warrant reduced numbers. To ensure compliance, please limit each session to 25 students. This will allow room for the tour staff, the student ambassadors, and the observing teacher.

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

• **Student Ambassadors (MVPs):** The Tour Team will request that the host designate 4-5 high-functioning and enthusiastic students to serve throughout the tour day as Be Pro Student Ambassadors. Please see additional flyer for information about the Be Pro Student Ambassador (MVP) Program.

• **COVID-19:** BPBP/Spevco and its employees intend to follow CDC guidelines and any and all state and local ordinances related to COVID-19 while suppling event services to our clients. If your facility has specific requests and/or requirements regarding COVID-19 guidelines, it is important that they are shared during confirmation of the event.

• **Join the Movement:** To maximize the impact of the Be Pro Be Proud experience, we request that teachers provide all students an opportunity to Join the Movement after each Tour Stop; you can direct students to the Join the Movement section of www.beprobeproudsc.org.

• **Alert the Scheduler and/or Executive Director to any issues or concerns experienced.**

From all of us at BE PRO BE PROUD SC:

Thank You for your interest, support, and the opportunity to
share the exciting world of Skilled Professions with your students!