

TOUR OF **MANUFACTURING**

2026

HOST PREPARATION GUIDE

FOR PARTICIPATING MANUFACTURERS



Thank you for opening your doors and helping showcase the future of manufacturing.



AMFA
Arrowhead Manufacturers &
Fabricators Association

CMMA
Central Minnesota Manufacturers Association

LAKES AREA
MANUFACTURERS
ALLIANCE

MMN-DAK
MANUFACTURERS
ASSOCIATION



tri-state
MANUFACTURERS' ASSOCIATION

HOSTING A SUCCESSFUL TOUR

Opening your doors during the Tour of Manufacturing is a powerful way to showcase modern manufacturing, inspire future workers, and connect with your community. To ensure a successful experience for both your team and your visitors, we encourage hosts to prepare in advance using the guidelines below.

Preparing for Your Tour

Define the Tour Experience

Before the event, determine the structure of your tour.

Consider:

- Maximum number of visitors per tour group
- Tour length (typically 30–60 minutes)
- Designated tour route through the facility
- Areas that are safe and appropriate for visitors
- Demonstrations or equipment you want to highlight
- Employees who can help guide or speak during the tour.

Recommended Group Size:

We recommend groups of 10–20 people to allow for better engagement and safety.

Safety First

Safety is the top priority when hosting visitors in a manufacturing environment.

Required Safety Preparation

Determine if the following are needed for visitors:

Personal Protective Equipment (PPE)

- Safety glasses
- Hearing protection (ear plugs or ear muffs)
- High visibility vests
- Hard hats (if required in specific areas)
- Closed-toe shoes (required for all visitors)

Provide signage or instructions ahead of time if specific footwear or attire is required. Conduct a visitor safety briefing.

What Visitors Want to See

Students and community members are often surprised by how advanced manufacturing is today. Focus on showing:

About Careers

- What types of jobs are available here?
- What education or training is required?
- Do employees need a college degree?
- What certifications or apprenticeships help someone get hired?
- What entry-level jobs are available?

About the Company

- What products are made here?
- Where are your products used?
- How long has your company been in business?
- How many people work here?

About Wages and Opportunities

- What do entry-level jobs pay?
- Are there opportunities for advancement?
- Do you offer internships or job shadowing?
- Do you provide training or tuition assistance?

About Technology

- What machines or technology do you use?
- How does automation affect manufacturing jobs?
- Do employees use computers or robotics?
- Describe the classes someone should take.

Make Your Tour Engaging By Having Interactive Activities

Tips for an engaging tour

Discuss ideas with your staff to get suggestions to offer:

- Demonstrations of machines or equipment.
- Samples of products visitors can hold.
- Before-and-after examples of raw materials and finished parts.
- A short video showing your manufacturing process.

Preparing your team

Ensure employees who will interact with visitors are prepared to:

- Explain what they do in simple terms
- Describe why they enjoy their job
- Share their education or career path
- Encourage questions from students

Highlight your workforce

Introduce visitors to employees in roles such as:

- Machinists
- Welders
- Engineers
- Quality technicians
- Maintenance technicians
- Production supervisors

Your Impact: By participating in the Tour of Manufacturing, you are helping:

- Inspire the next generation of skilled workers
- Educate the community about modern manufacturing
- Promote careers in high-demand industries
- Strengthen Minnesota's workforce pipeline

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Questions or Assistance

Contact: Katie@MidwestManufacturers.com
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