

## SCGO Corporate Tour Guide Sheet.

### July

- Put together your list of businesses you wish to contact.
- Set your goal
- Put together your sponsorship form

### August

- Do a presentation about the tour to SCGO members
- Put together your packet of things SCGO has accomplished the past year
- Recruit Corporate Tour Mentors – leaders for the meetings

### September

- Have SCGO members sign-up for their business
- Send out business contact information

### October & November

- Calls completed to local businesses
- Send thank you to the business for the meetings completed

### December

- follow-up calls to businesses

By agreeing to take on these companies as part of the corporate tour, you are agreeing to:

- Call the CEO or top local contact and set up a ½ hour meeting with them at their office
  - Corporate Tour Chair will get you the contact information if you do not have it already
  - Keep the reason for our meeting as “just to update you on some things SCGO has going on”
  - Try and give the Corporate Tour Chair a 2 days heads up on a meeting (if possible)
  - All meetings should be set-up by November 31st
- E-mail the Corporate Tour Chair with the time and location of the meeting
  - Corporate Tour Chair will get someone from the Corporate Tour Mentor list to attend the meeting with you.
  - Corporate Tour Chair will e-mail you back to confirm the location, time and who will be joining you at your meeting from the Corporate Tour Mentors
- Attend the meeting with a Corporate Tour Mentor and be willing to share your experience
  - The Corporate Tour Mentor will run the meeting & ask for their support.
  - See below as to the 4 points to how the meeting will run.

- The Corporate Tour Mentor will have the folder of “stuff” done this past year
- Work with the Corporate Tour Mentor to decide who will do the thank you and the follow-up with the business

The reason for our meeting with the CEO or top local contact is

1. To update them on the things SCGO has been involved in this past year.
2. Encourage them to personally ask the young professionals in their organization to join our group in order to help retain YPs in Siouxland.
3. Let them know we are here as a resource, especially when looking to recruit new employees to Siouxland
4. Ask them to sponsor a SCGO event