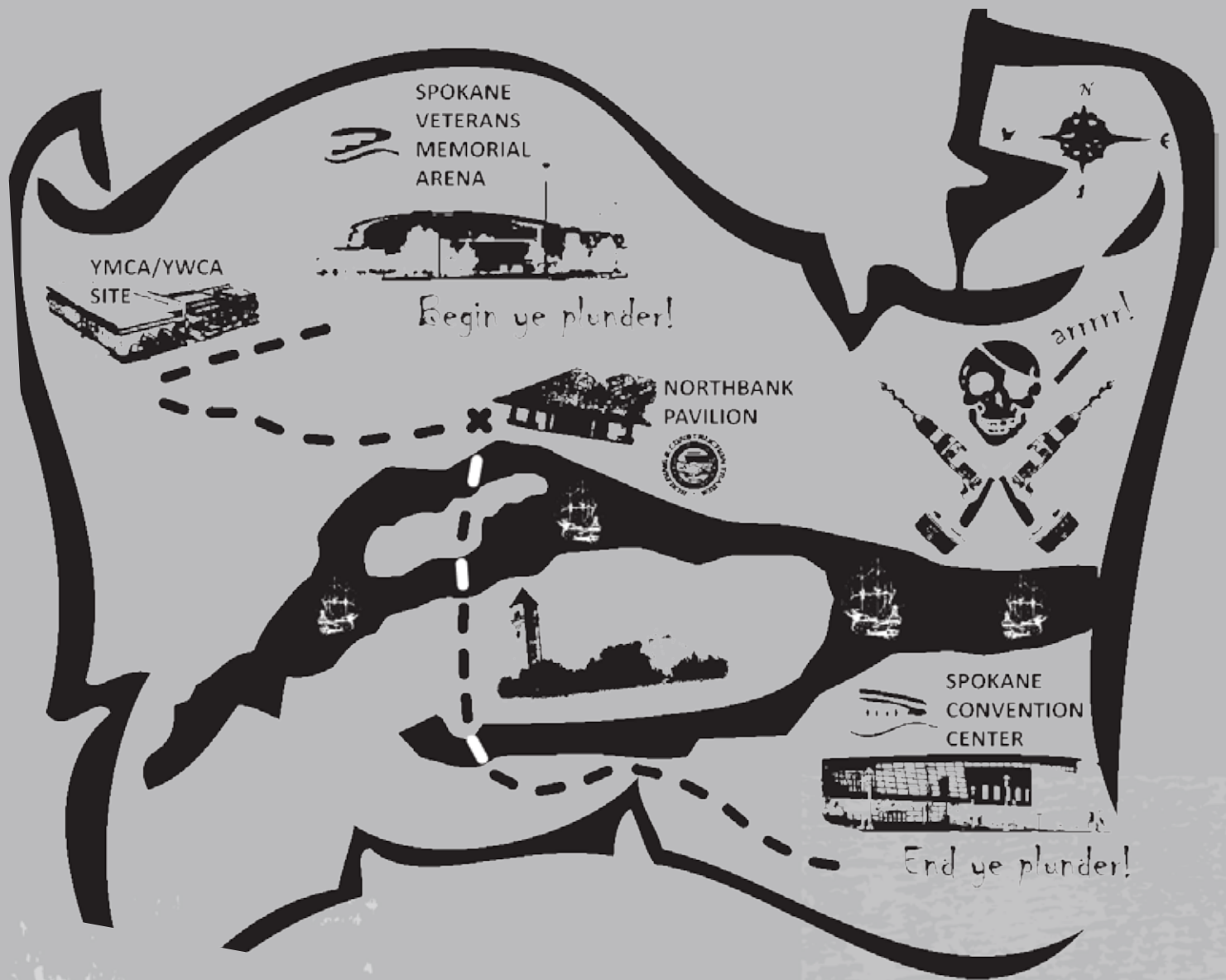


CONSTRUCTION 'CRUISE'



EVENT PLANNING TOOLKIT

Overview and Guidelines for a
Safe and Successful Event.



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An Overview

Working side by side with professionals from the construction industry, Construction 'Cruise'(CC) introduces high school students to the high wage employment opportunities available in the construction industry. Construction 'Cruise' was developed in response to the lack of young talent involved in the construction industry. This event introduces students to construction allowing them to observe and interact with professionals at every level of the industry from company CEOs and architects, to foremen and masons. With the cooperation of the Department of Labor and Industries (L&I), a thorough safety orientation is provided to all involved. Participants and guests employ proper use of Personal Protective Equipment (PPE) while learning how to correctly identify potential safety hazards. Accompanying representatives are available to reinforce rules, explain and answer any questions regarding the industry, making this an enjoyable event in a fun and safe environment.

Local elected officials, L&I safety experts, architects, construction/project managers, building superintendents, industry professionals and technicians work in partnership to guide students through significant builds in the community. Students examine award-winning buildings, gain on-site access to an in-process build and ideally assist in some aspect of a build's construction. This experience exemplifies the significance of safety, hard work and collaboration. Spokane's Construction 'Cruise' incorporated the acclaimed Spokane Veterans Memorial Arena, the first of its kind YMCA/YWCA central building, as well as the award-winning LEED Certified Spokane Convention Center. The 'Cruise' has successfully exposed and engaged students to the Construction industry, providing options for a seamless transition to post secondary pursuits.



Volunteers exemplify the importance of safety to students in a fun enjoyable environment.





The Big Five

Listed below are the key components for your Construction ‘Cruise’ (CC) event.

Safety

The safety, health and welfare of participants, guests and organizers must always be the first and foremost consideration in the planning, managing and administration of any event. The presentation and continuation of this event relies on, and is essentially secondary, to safety.

In-Process Builds

In-process builds allow skilled industry professionals to demonstrate to students the multifaceted infrastructure necessary to design, develop, create and maintain a community icon. Students observe industry-related skills and functions in a controlled and safe environment. Because the builds are in-process, students are presented with an incredible opportunity to observe an active significant build site displaying its foundation and basic structure. Students examine the following workings of construction operations:

- Teamwork between crews and companies
- Reading Computer Aided Designs (CAD) layouts
- Steam-fitting
- Masonry
- Electrical demonstrations and wiring
- Conduit bending
- Cement drill
- Nail guns and Welding

All experiences are demonstrated and supervised by experienced professionals. Please remember this is not possible without the help of L&I and the emphasis of safety.

LEED Certified Significant Builds

With an in-process build, a LEED certified build, and a premier event facility, sites are qualified to represent the complexity of the construction environment in the Spokane community.

What is LEED certification?

LEED certification is the recognized standard for measuring building sustainability. Achieving LEED certification is the best way to demonstrate that a building project is truly “green.” This certification is designed to promote construction practices that increase profitability while reducing the negative environmental impacts of buildings, improving occupant health and well-being. The green industry is becoming a crucial component in the future of the construction industry. Ensuring sites are LEED certified increases publicity, leading to increased recognition and possible funding.

What is a Significant Build?

A significant build is a community based project specifically designed to further enhance, grow and support the local community. By incorporating a significant build, the event increases participants interest in the construction industry. Many industry professionals involved in these significant builds are happy to accommodate an event such as this in order to further community relations and publicity.

CONSTRUCTION ‘CRUISE’



(The Big 5 continued.)

Presentations

A presentation is necessary in order for students to fully grasp the purpose of this event, expanding their understanding of the construction industry. Area representatives in cooperation with construction leaders of the community, provide students with a lecture and slide show regarding the incredible opportunities available in the many fields of this industry. Presentations and speakers include, but are not limited to, architects, company CEO's, projects managers, Computer Aided Designers (CAD) industry professionals, L&I representatives and apprenticeship representatives. These presentations depict the responsibilities, skills, education and personal narratives of this industry.

Lunch

By lunchtime, participants are looking forward to a meal that should be served at a fast pace with beverages ready to go. This component of the event is of just as high a priority as the rest of the event, and should not be

underestimated. Arrange for lunch as you see fit, whether it be packaged or served. Boxed lunch is a simple option, however, depending on your location pizza or catered lunch is possible. Promotional products such as backpacks, industry information, water bottles, T-shirts as well as construction-related giveaways are some of the varying memorabilia for the students.

Safety First

Safety is an integral part of the event, the presentation and continuation of this event is secondary to safety. An accident is not necessary to breach health and safety laws. In planning and managing the event, safety takes precedence over all other aspects, and is never an afterthought.

All students are required to wear hard hats, safety glasses, earplugs (hearing protection can be optional for some activities), closed toe shoes or boots and full-length pants. Additionally, this should be reinforced by notifying students, parents, teachers and administrative staff they will not be allowed to participate if they are not in compliance with all rules.



Students are provided with proper safety equipment and education.



Getting Started with Basic Safety

Above: A safety orientation takes place Prior to the event. Labor & Industries (L&I) representatives to discuss the importance of Personal Protective Equipment (PPE) such as and general safety awareness.

Top Right: An additional safety session takes place at each site. Provided by an on-site supervisor, this session will re-iterate safety precautions and procedures specific to that site.

Bottom Right: Architects provide a presentation allowing for student professional interaction exposing the inner workings of the construction engineering field. At this time students are provided with one-on-one time with several people from all levels of the industry.



Participant & Guest Expectations

All participants are instructed before the event to wear proper attire. Students (as well as volunteers, guests and organizers) not in compliance, cannot participate in activities. The expectations of all involved are shown below.

What to wear and bring

- Jeans (long pants)
- Closed toed shoes (tennis shoes, boots)
- Layered shirt/jacket (indoor and outdoor events)
- A positive attitude

What not to wear

- Crop pants/shorts
- Mini-skirts
- Open toed shoes
- Flip flops
- Tank tops



Students wearing proper attire such as close toed shoes and full length pants allow for full participation in activities.



Timelines & Guidelines

Each event will be unique dependent upon the location and orientation of the builds in your community. Organize the event with three builds, that are on-site and LEED certified. Ideally, the beginning and end location can accommodate a student orientation as well as a final presentation then lunch.

The coordination of industry professionals, agency representatives and volunteers providing a large amount of students with fun and interesting activities can be overwhelming. Below are tried and tested resources to assist in the creation of a Construction ‘Cruise’ (CC) event. The link below provides a sample timeline, developed from years of planning these types of events. For a first time event, you may want to start planning a month or two earlier.

The following is a typical agenda:

- 9:00 – 10:00: Student arrivals, T-shirts, PPE and safety orientation
- 10:00 – 11:00: Tour of significant build
- 11:00 – 12:00: On-site tour
- 12:00 – 1:00: Lunch
- 1:00 – 1:30: Presentation
- 1:30 – 2:30: Tour of significant green build, Q&A session, bus pick-up

Timeline

Click on the icon for a complete timeline on [how to plan this event](#).

Little Black Book

Click on the icon for additional information about [forming a committee](#), [working with volunteers](#), [collaborating with educators](#) and [site selection](#).



CONSTRUCTION 'CRUISE'

Get the Word Out

Newsworthy press releases' can lead to tremendous publicity that can be used in present and future community relation efforts. Positive media coverage is a direct result of the numerous press releases sent to local media outlets. Unique in origin, Construction 'Cruise' (CC) peaks the interest of local media solidifying coverage of the event. A simple story with hi-resolution photos (300 dpi) covering the event's background and purpose should be presented to editors of local newspapers, magazines, TV and radio stations. Attempt to schedule reporters and news organizations for the event. Oftentimes, the appearance of political figures and other significant persons in the community can create incentive for coverage. Publicity of smaller local media such as school papers and community cable channels should not be overlooked. It is best to send press releases and other information to a specific someone rather than the general front desk.

The following are two forms (permission slip and media consent form) required by Washington state for an event such as Construction 'Cruise.' Both forms must be signed and returned to 'Construction Cruise' organizers. Each state may have additional requirements for this event. The links below provide sample forms, media releases and posters.

Permission Slip

Click on the icon for an example permission slip.

Media Consent Form

Click on the icon for an example media consent form.

Thank You/ Appreciation Poster

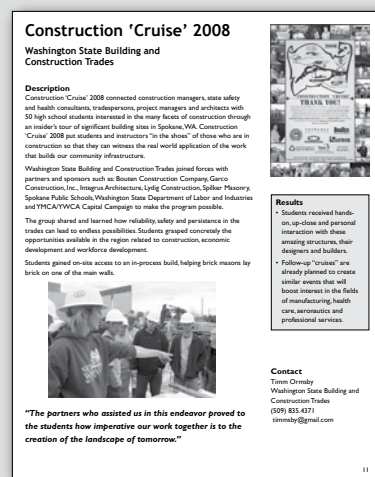
Here is an example of a Thank-You /Appreciation poster you can make for company/union/trades sponsors and donors that they can display in their office.

Sample Poster

Click on the icon for a sample Thank You/ Appreciation Poster.

Articles

Below is the recognition page from the Governor's Best Practice Awards 2008 booklet.



Sample Article

Click on the icon for a sample article.

Special Thanks to:



INTĚGRUS
ARCHITECTURE

BOUTEN
CONSTRUCTION COMPANY



SPIKER
MASONRY
COMPANY

Production Team: Brynn Knudsen, Kodi Meador, Paul Warner

For more information on Construction Cruise please contact: Lisa White at Lisawh@spokaneschools.org



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