



# PIZZA, POP & POWER TOOLS

Build Something Great!



**EVENT PLANNING TOOLKIT**  
Overview and Guidelines for a  
Safe and Successful Event.



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## An Overview

Pizza, Pop and Power Tools (PPPT) introduces eighth-grade girls to the extensive opportunities available to women in the construction industry. This interactive experience has proven to be a fun learning experience in a safe atmosphere. Winner of the 2007 Governor's Best Practices Award, this event introduces girls to the high skill and high wage employment in the industry, working side by side with construction professionals.

First introduced in 2003, PPPT was developed in response to a lack of females engaged in the high wage opportunities available in the construction industry. In its first year, 27 eighth grade girls attended the event. Now six years later, PPPT is facilitating close to 450 participants over the course of two days. Eighth grade girls of eastern

Washington congregate, learning firsthand the numerous job opportunities the construction industry has to offer.

While students participate in the hands-on construction activities of soldering copper pipe or maneuvering a backhoe, safety is emphasized on each tool. During the event students learn to use Personal Protective Equipment (PPE) and how to correctly identify potential hazards. With the cooperation of the Department of Labor and Industries (L&I), a thorough safety orientation is provided to all involved. On-site L&I representatives are available to reinforce rules and answer any safety related questions. PPPT has successfully exposed young women to the construction industry, engaging them to consider the construction trades as a career option.



Event volunteers repeatedly hear, "I had no idea I could do that!"



## PPPT Video

Click on the icon to view a short video of the varying activities that Pizza, Pop and Power Tools incorporate.



# The Big Five

Listed below are the key components for your Pizza, Pop and Power Tools (PPPT) 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.

## Hands-on activities

Hands-on activities allow students to perform job-related skills and functions in a controlled environment. Activities include:

- Brick and cement masonry
- Cement and plaster mixing
- Steam-fitting
- Electrical wiring demonstrations
- Pipe bending
- Cement drilling
- Painting
- Using nail guns
- Saw and welding equipment
- Crane and backhoe simulation

Girls participating in these activities are supervised by experienced construction professionals. Please remember this cannot be possible without the help of the Department of Labor and Industries (L&I) and the emphasis of safety.

## Heavy equipment

Students learn the proper use of heavy equipment such as cranes, drills and backhoes. Students operate these machines in a protected, safe environment under skilled direction to provide any direction and explanation needed.

## Pizza

An important part of the day: Pizza! By lunchtime, participants are looking forward to a warm meal served at a fast pace with beverages ready to go. This component of the PPPT is as important the rest of the event, and should not be underestimated.

## Promotional Take-Aways

Backpacks, industry information, water bottles, T-shirts as well as construction-related memorabilia are some of the varying gifts for the students.

## Safety First

The presentation and continuation of the event is secondary to safety as it is an integral part of the event. 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 operating tools or equipment 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. This should be reinforced by all notifying students, parents, teachers and administrative staff they will not be allowed to participate if they are not in compliance with all rules.



The backpacks shown in this photo were a huge hit with PPPT participants.



## Getting Started with Basic Safety

**Above:** A safety orientation takes place before the event begins. Labor & Industries (L&I) representatives discuss the importance of wearing Personal Protective Equipment (PPE) such as hard hats and safety glasses at all times and general safety awareness.

**Top Right:** By implementing physical barriers such as cones, caution tape, barrels and other barricades, exhibitors consistently raise the Pizza, Power and Power Tools (PPPT) participant's awareness to safety boundaries.

**Bottom Right:** Students are accompanied by operators to review the procedures, controls, proper mounting and dismounting techniques, such as ["three points of contact,"](#) for all equipment. Only one student at a time is allowed within the operating range of the equipment.



Female apprentices set a great example for young women.

## L&I Safety Video

Click on the icon for a brief video with comments on safety by L&I representatives at Pizza, Pop & Powertools.



Safety



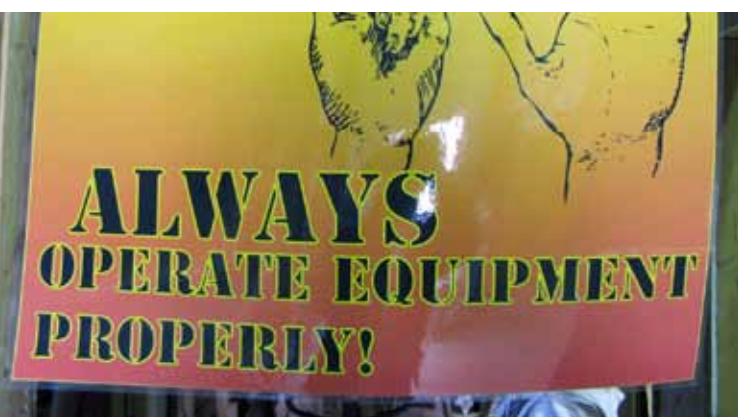
**Above:** Experienced operators interact one-on-one with students, demonstrating proper practice of drills, welding equipment, nail guns, chop saws, pipe soldering, etc.



**Top Left:** Experienced professionals are always available to explain the importance of safety when handling materials such as bricks and mortar and why PPE, gloves, boots or closed toe shoes and an awareness of your surroundings is always a necessity.

**Middle Left:** Welding as well as other specialized activities includes specific personal protective equipment such as welding hoods, gloves and protective outerwear.

**Bottom Left:** Large colorful posters remind students of safety awareness, and are placed at various locations throughout the site and all stations.



**A Note On Cell Phones:** You will have to decide if cell phone use is permitted at the event. Spokane allows students to use them to take pictures to share with friends and family after the event.

## Participant & Guest Expectations

All participants and guests 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



These girls are ready to participate in welding, masonry, and operation of heavy equipment.



These girls were only allowed to HOLD welding helmets.



## Timelines & Guidelines

Once students and chaperones have all arrived around 9 a.m., they gather for the safety orientation where Labor and Industries (L&I) personnel review guidelines regarding clothing and Personal Protective Equipment (PPE). An introduction to other key organizers takes place, continuing on to events and activities, followed by lunch and concluding at approximately 2:30 p.m.

The coordination of industry professionals, agency representatives and volunteers to provide fun and interesting activities for a large amount of students can be overwhelming. Below are tried and tested resources to assist in creating your own Pizza, Pop and Power Tools (PPPT) event. The link provided below is a sample timeline, developed after a few years of putting on the event. For a first time event, you may want to start planning a month or two earlier.

### 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.**



## Activities & Equipment

Activities are at the core of a successful event. Students learn more by participating in activities that represent the diversity of careers in the industry. The events and activities provided for the participants should be aimed to attract and maintain an eighth-grade girl's attention. The goal is to change students' perception of the construction industry. Professional industry representatives are usually willing to provide much of the hands-on activities and heavy equipment.



### Equipment and Operators

The possibilities are endless for operation of equipment by students. Experienced equipment operators are available to supervise students and explain the functions of the machines. The key to each activity's success is student participation. Operators must be chosen carefully to ensure an interesting and dynamic delivery.

### Hands-On Activities

These are opportunities for students to perform job-related skills and functions in a protected environment. Demonstrators provide the required safety gear beyond hard hats and safety glasses and instruction on the operation of each of the tools. Students run backhoe loaders, skid steers, mini excavators, with one-on-one professional operator supervision. Additional safety equipment is required for specialized activities (such as welding) which are provided by operators. Listed below are some options for activities.

**Welding:** Welding companies and apprenticeship coordinators set up various types of welding activities. Oftentimes, welding exhibits have students weld their name on a piece of metal they can keep.

**Carpentry:** Organizers can set up various exercises to demonstrate various activities in carpentry.

**Conduits:** Students with proper supervision perform conduit bending.

(List of activities continued)

**Concrete Drilling:** Students learn to use hammer and rotary drills while learning proper techniques of concrete work.

**Painting:** Both spray and roller techniques are demonstrated.

**Electric Panels:** Electrical panels can be set up where students can pull wires and see how power is transferred safely from transformer to light bulb.

**Cement & Brick Masonry:** Cement and brick masonry can easily become a "hands-on" exhibit. A wall can be integrated where students attach personalized bricks. A station can be organized for students to form and smooth cement.

## Heavy Equipment

Students with proper supervision have the opportunity to operate heavy machinery while learning important safety concepts such as the "three points of contact," awareness of their surroundings along with the responsibility required when operating powerful machinery.

**Static:** Students engage in front-End Loader, Crane operation.

**Crane:** Students can try to knock a tennis ball off a traffic cone or try and drop the line in a barrel. The possibilities are only limited by your organizational ability!

**Loader/ Backhoe:** Outriggers can be extended and students can operate a backhoe.

## Day of Event: Times & Structure

Each activity will be hosted by the apprenticeship programs lasting 30-35 minutes with 5-10 minutes for questions. Activities will showcase the physical work involved as well as the proper equipment and safety protection required for performing the task. All demonstrations are performed by industry professionals (preferably female apprentices and journey workers).

### Orientation: 9:30 a.m. - 9:45 a.m.

Introductions (Safety) – Welcome from dignitaries, safety briefing hosted by a Labor and Industries Representative.

### Station 1: 9:45 a.m. - 10:30 a.m.

Bricklayers, Cement Masons, and Pipefitters

### Station 2: 10:30 a.m. - 11:15 a.m.

Chop Saw, Nail Gun

### Station 3: 11:15 a.m. - 12:00 p.m.

Heavy Equipment Operation, Crane, Scoop, Simulator, Concrete Drill

### Lunch: 12:00 p.m. - 12:45 p.m.

Pizza, Pop and Water for everyone. Everyone sits by their assigned group in building or tent area. The following activities can take place during this time:

- Group Photos
- Safety quizzes
- Prizes and Gifts
- Student evaluations

### Station 4: 12:45 p.m. - 1:30 p.m.

Bending Conduit, Scissor Lift, Crane, Back-hoe

### Station 5: 1:30 p.m. - 2:15 p.m.

Painting, Welding, Elevator

## Get the Word Out

Newsworthy press releases lead to great publicity that can be used in community relations efforts. Positive media coverage is a direct result of press releases sent to local media outlets. Unique in origin, Pizza, Pop and Power Tools (PPPT) peak the interest of local media which solidifies coverage of the event. A simple story with photos (at 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 establish a reason for coverage. Publicity with 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.



### Broadcast News Coverage Video

Click on icon for an example of broadcast news coverage of the event.

### Governor's Best Practice Awards Video

Click on icon for the 2007 Governor's Best Practice awards video on Pizza, Pop and Power Tools.

# Communication

The following are two main forms (permission slip and media release form) that Washington state requires for an event such as Pizza Pop and Power Tools (PPPT). Both forms must be signed and returned to PPPT organizers. Your state may have additional requirements for this event. Provided below are helpful signage 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.

## Signage

This includes bus and parking signage, First Aid sign, drop-off sign, pick-up sign and arrows directing traffic.



## Sample Signage Kit

Click on the pdf icon for an sample signage kit.

## Safety Poster

Brightly colored safety posters should be visibly posted at every station.

## Sample Safety Poster

Click on the icon for a sample safety poster.



## Event Poster

This link provides successful "Pizza, Pop and Power Tools" poster of previous events. Ensure these are readily available. Not only do they advertise the event to students, but are also useful in solidifying prospective sponsorship.

## Sample Event Poster

Click on the icon for a sample event poster.



## Articles

An example of positive local media coverage.

## Sample Article

Click on the icon for a sample article.



## Special Thanks to:



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