



## MBE “Pitch” Guidelines

**Purpose:** MBE Engagement & Visibility for Opportunities

**When:** Third Tuesday of each month; 4:30 p.m.

Space will be limited; therefore, it is incumbent upon the MBEs who want to participate to register for the events in a timely manner.

### Schedule of Events

- Corporate and MBE Participants will be selected based on industry and Council affiliation. This is a one-time business opportunity. No shows or cancellations will be placed in a rotation pool for future consideration
- Participants will be asked to provide a one-two page company overview at least five days before each event
- Council will develop an agenda for each meeting
- Council facilitator will define the purpose of the event and leave the presenters with a call to action
- Each participant will be scheduled for four minutes to present their company and or services offered
- Presenters are required to attend two tech-checks. Presenters who do not complete the tech-checks will be rescheduled
- Post-event there will be a Q/A session, and a survey will be sent to all participants soliciting feedback on presentations and event

### Ground Rules

- Presenters must join the meeting 15 minutes prior to presenting at an event for a final tech-check, no exceptions. Presenters who do not complete the final tech check will be rescheduled
- Participants are asked to be on time; sessions will start on time
- Be prepared
- The event will be interactive
- Show courtesy and respect to others do not interrupt participants while they are speaking or presenting
- Never leave after you have presented your company – give each presenter the courtesy that they have provided you by actively participating for the session until the end
- One – three PowerPoint slides can be used. Slides should be meaningful and informative – Avoid text-heavy slides
- Meeting should be recorded for use on website and other marketing purposes

**Registration:** MBEs must submit application form 20 days prior to each event. This information will be used in the selection of monthly program participants and will be retained confidentially.

# CULTIVATE & PITCH REGISTRATION FORM

## MBE ENGAGEMENT & VISIBILITY FOR OPPORTUNITY LOOKING FOR OPPORTUNITY IN YOUR NETWORK

The event registration form is required for all certified MBEs participating in the Cultivate & Pitch events hosted by the PSWMSDC. Forms must be submitted 20 business days before each monthly event. This information will be used in the selection of monthly program participants and will be retained confidentially.

Please feel free to attach any pictures or literature that you think will explain or demonstrate your products/services.

Take time to read over the program participation guidelines.

Please only apply if you will be committed to responding to requests on a timely basis, submitting the required documents before the event, attending all prerequisite virtual meetings, and participating in the entire program.

### INDUSTRY

- |   |  |
|---|--|
| <input type="checkbox"/> Administrative and Support and Waste Management and Remediation Services | <input type="checkbox"/> Other Services (except Public Administration)   |
| <input type="checkbox"/> Arts, Entertainment and Recreation                                       | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Construction   | <input type="checkbox"/> Public Administration                           |
| <input type="checkbox"/> Educational Services   | <input type="checkbox"/> Real Estate Rental and Leasing                  |
| <input type="checkbox"/> Finance and Insurance  | <input type="checkbox"/> Retail Trade                                    |
| <input type="checkbox"/> Health Care and Social Assistance  | <input type="checkbox"/> Transportation and Warehousing                  |
| <input type="checkbox"/> Information  | <input type="checkbox"/> Utilities                                       |
| <input type="checkbox"/> Manufacturing  | <input type="checkbox"/> Wholesale Trade                                 |

Date Submitted: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Event Participation: \_\_\_\_\_

Products/Services: \_\_\_\_\_

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