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 cancelations 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
  • Participants will have 30 seconds to introduce themselves and the company name at the beginning of the event
  • Each participant will be scheduled for four minutes to present their company and or services offered
  • 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
  • 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.