



MEET & GREET PREPARATION



1 PREPARE

TIPS ON HOW TO
PREPARE FOR THE
MEET & GREET



USE THIS INFORMATION TO DELIVER A PROFESSIONAL MEET & GREET. IT CONTAINS TIPS TO COMMUNICATE IN AN EFFICIENT AND EFFECTIVE MANNER; MOST IMPORTANTLY, THE VALUE PROPOSITION OF YOUR COMPANY.

MAKE YOUR FIRST IMPRESSION A LASTING ONE!



2 PRESENT

KEY-POINTS TO
EFFECTIVELY
PRESENT YOUR
VALUE PROPOSITION



3 IMPRESS

CREATE A LASTING
IMPRESSION THAT
ELEVATES YOUR
COMPANY



PREPARE

PREPARATION BREEDS CONFIDENCE, AND
CONFIDENCE BRINGS SUCCESS.

- **DRESS FOR SUCCESS**

- Dress to impress, be a professional representation of your company.

- **DELIVERY METHOD**

- Know your audience and design the presentation accordingly.
- Prepare a PowerPoint or similar digital presentation.
- Presentations should last 20 minutes with 10 minutes for Q&A.
- Ensure transition and information on your presentation flows in a consistent and well-paced manner.
- Know your material.
- Utilize known terminology and easy to understand materials.
- Select an effective communicator to lead the presentation.
- Always thank your audience, as well as any questions or comments.

- **PRESENTATION MATERIAL**

- Business cards are part of your presentation. Bring plenty!
- Printed material can help deepen your message.
- Provide sufficient material without overwhelming the audience.





- **INTRODUCTION TO YOUR COMPANY**
 - Introduce the presenting team, highlight their position and value to the company.
 - Avoid bringing too many people that will not present.
 - Explain what your product/service is.
 - Provide your company's value proposition, what makes you unique.

- **EXPERIENCE OF YOUR FIRM**
 - Provide examples of the experience of the firm.
 - Use visual examples if possible.
 - Include scope, dollar amount & industry of past experience.
 - Highlight similar k-12 or public experience.

- **INTRODUCE YOUR COMPANY'S STAFF**
 - Introduce the members of the company that will work directly with the customer.
 - Show their educational qualifications as applicable.
 - Show their experience working in similar projects as applicable.
 - Show their time with your company and their time in the industry.
 - Highlight experience with any proposed sub-consultants and/or sub-contractors.

- **ADDITIONAL INFORMATION**
 - Show you are ready, willing and able to work with your audience.
 - Address any potential problems and limitations (e.g. If your company is located far, how will you ensure timely delivery and attendance to meetings as needed?).

- **WRAP UP YOUR PRESENTATION**
 - Tie in your value proposition to your closing statement.
 - Invite your audience to engage in business with your company.
 - Thank your audience and encourage questions.

IMPRESS

- Allow time after your presentation for questions.
- Do not avoid questions.
- Allow your audience to complete their questions.
- Acknowledge the relevance and validity of the questions received.
- Answer in a direct and transparent manner.
- Encourage future communication.
- Distribute your business cards to your audience and thank them for their time and attention.
- Be personable and use your remaining time to speak one-on-one with key players.
- Friendly and personable communication generates lasting impressions.



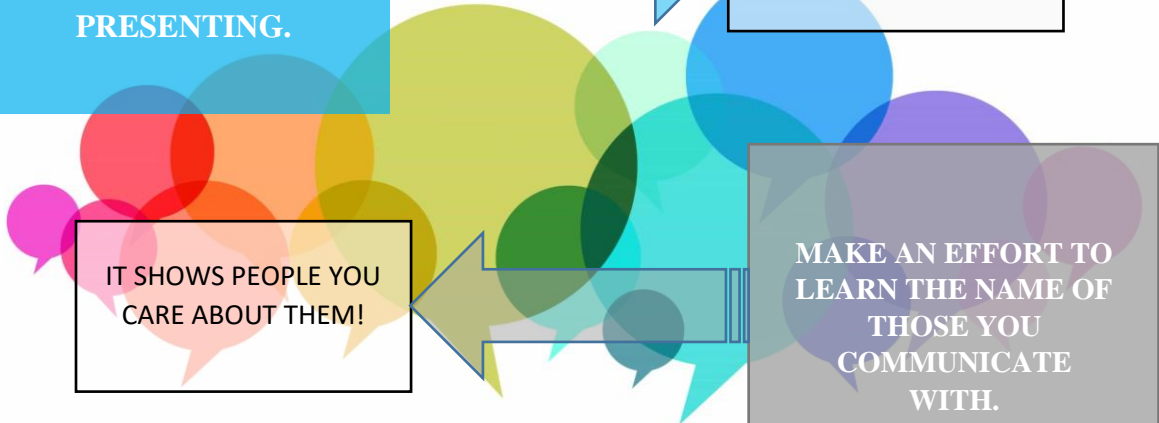
HELPFUL TIPS



BE SURE TO MAKE EYE CONTACT WITH YOUR AUDIENCE WHILE PRESENTING.



IT MAKES PEOPLE FEEL ACKNOWLEDGED AND RELEVANT.



IT SHOWS PEOPLE YOU CARE ABOUT THEM!



MAKE AN EFFORT TO LEARN THE NAME OF THOSE YOU COMMUNICATE WITH.



PRACTICE IN PREPARATION BY RECORDING YOURSELF OR IN FRONT OF A MIRROR



IT ENSURES YOU LOOK CONFIDENT, APPROACHABLE AND READY TO DO WORK!