

Tri-County Score

Chapter 687



Presenter's Kit

Developed by:

Trina Byrd

Chapter Chair

SCORE[®]
Counselors to America's Small Business



Dear Presenter:

Thank you for volunteering to conduct a seminar, workshop or class for Tri-County Score, Chapter 687. All volunteer presenters must be an official member of Tri-County Score. If you have not completed a membership form, or you have not received your membership packet from the home office in Washington, within 2 weeks of completing and returning your application to the Tri-County Score office, please let me know immediately and I will e-mail you the membership form or verify the status of your membership. This will not affect your current projects with us however; we would like to correct the problem as soon as possible. Please review this packet in detail and follow all instructions and submit all documents as soon as possible to ensure your presentation is included.

As you are aware, we maintain a strong roster of educational events to serve our business community. Our objective in offering these events is to educate the client who attends the event on how Tri-County Score can assist them and of course to present information on the subject. While we understand that this is also an opportunity for you to obtain contacts and/or possible clients, as well as demonstrate your expertise, please keep in mind the main objective, and remember this is a Tri-County Score event. You will be given plenty of opportunity to promote your business without there being a conflict. Being able to adhere to this process and maintain the focus of Tri-County Score, will allow you to continue to benefit from the opportunities that Tri-County Score can afford you. Therefore, Please follow all procedures to ensure your participation is successful. Having said that, I wish you much success with your event.

Again, thank you for your volunteerism.



Trina Byrd, Chapter Chair

Tri-County Score, 687

Representing Atlantic, Cape May and Cumberland counties in New Jersey



Tri-County Score, Chapter 687

1501 S. New Road, Pleasantville NJ 08232

609-484-9503 fax: 484-8777

www.tri-countyscore.org tri-countyscore@hotmail.com

General Information to Presenters:

All presenters must be willing to become a Score Member prior to being approved to participate in any Tri-County Score events. There are two types of memberships available:

General Membership: this membership is free and requires an SBA membership form to be completed, approved by Chapter Chair and forwarded to main office of Score in Washington DC. Upon their approval you will receive a membership kit in the mail with an ID number and all of the resources afforded to you as a member locally and nationally. General members will receive a free copy of Ms Office Small Business Management software that includes the latest 2006 full version of Word, Excel, Access, Power Point and Publisher. All general members are required to attend monthly meetings and volunteer to counselor or provide other support services to the chapter.

Associate Membership: this membership requires an annual fee of \$100.00. Members complete the Associate membership packet and you are not obligated to provide any volunteer service to the chapter other than to conduct seminars or workshops of your choice to Tri-County Score clients. You will be informed of all events and your name, business name and service or product will be listed on our Associate Membership web page with an e-mail and website link.

Score conducts over 25 events during the period of September through the second week of December. We then have our holiday break and begin again in the second week of January through May of the following year. All activities draw a total of more than 100 participants to our events. Our giveaways and very informative events are very popular as shown in our attendance. Being on board with Tri-County Score can only help you and your business. Our collaboration with you and your company or organization is appreciated.

**Thank you
Tri-County Score
Chapter 687**

Guidelines and INSTRUCTIONS for the Presenter:

1. Submit the following information for approval for your event:
 - Event request form
 - Signed Code of Ethics form – included in kit
 - Copy of your Bio and any supportive materials (brochure, business card, previous events, etc.) – See sample bio format included in this kit.
 - Event Title and detailed description of event e-mailed
 - Sample hand-out for the event (required)
 - Submit a sample of any materials about your business you plan to distribute at the event.
 - Indicate if the event is a seminar, ½ day workshop, full day workshop or class and the length:

Seminar: Seminars are two hour events and include a continental breakfast if conducted in the morning and a light snack if conducted in the evening.

½ Day workshop: Half day workshops are a minimum of three hours in length and include a 30 minute networking period (allows attendees to pass out cards and network), as well as a continental breakfast if conducted in the morning and a light snack if conducted in the evening.

Full Day workshop: Full day workshops are a minimum of six hours and include a full lunch and can be held on any day but Sunday.

Class: Classes are events that are over six hours and are designed to meet on several dates. Example: 1 two hour session for a period of four weeks. Classes can be held during the day and evening and include a light snack or continental breakfast.

Upon receiving approval to conduct your event you must complete steps two through four.

2. Arrive at the location at least 20 minutes prior to the start of your event. Professional attire is requested.

3. Take Attendance for each seminar you conduct before you begin – see attendance sheet. Should you want to obtain a list of all attendee's, you are permitted to provide an item for raffle, for which you can have each attendee complete an index card for the drawing.
4. Conduct your event however, be sure to leave time for Q & A segment and Score Representative to speak.
5. Upon completion of your event, a Score representative will be available to speak to your group.
 - The score representative will conduct a brief presentation about Tri-County Score and the services we offer and distribute a client kit to each attendee.
 - The SBA client participation form will be distributed and completed.
 - A Score evaluation form will be distributed for the attendee to evaluate the presentation. You may review this data upon request.
 - The Score representative will collect attendance sheet from you.
 - Attendees will be notified that they will receive a certificate of participation from Tri-County Score.
5. Each Presenter will receive a Workshop presenter certificate from Tri-County Score, Chapter 687 (takes approximately a week)

Presenter procedures must be conducted in order to continue to provide your services to our clients.

Thank you very much for your support of this and future events.

Tri-County SCORE



Tri-County Score 687

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Presentation Request Form

Your Name: _____

Business Name: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Website: _____ E-Mail: _____

Date you are requesting: _____ Length of Time of Event: _____

Title of Event: _____

Location of Event: Score Center Boscov Campus Other: _____

Presenters to be in Attendance:

(Title)

_____	_____
_____	_____
_____	_____

Description of Event: (Please provide detailed description and outline of event under separate cover using Microsoft Word), attach printed copy to this form when faxing and e-mail copy for advertising materials (press release, flyer, etc.).

Event hand-outs: (Please provide a copy of all hand-outs and any other items that will be distributed at the event)

Special Requirements: (Indicate any special requirements for your event); (Please provide detailed description of special request(s) under separate cover using Microsoft Word), attach printed copy to this form when faxing.

AGREEMENT

I agree to conduct the above event for Tri-County Score on a volunteer basis at no fee. I fully understand this is a Tri-County Score event and agreed to adhere to the policies and code of ethics signed by me.

Presenter's Signature: _____ Date: ___/___/___ Expires: _____

Instructions: Fax completed form and attachments (event description, etc.) to: 609-484-8777
E-mail Event description and special requirements to: tri-countyscore@hotmail.com

Approved by: _____ Date: ___/___/___ Added to database on : _____ ID#: _____

(This form must be completed by all Presenter's for each calendar year) Calendar year of: _____

Questions Frequently Asked about Score Events by Presenters:

- **Q: How long should my presentation be?**

A: There are several formats.

Seminars: 1 ½ hours of lecture and/or activity
10 minute break
20 minutes for Q & A

½ Day Workshop: 2 hours and twenty minutes of lecture or activity
10 minute break
30 minutes for Q & A
and taking a

Full Day Workshop: **Morning session**
2 hours and twenty minutes of lecture or activity
10 minute break
30 minutes for Q & A

1 hour lunch break

Afternoon session
2 hours and twenty minutes of lecture or activity
10 minute break

Ideas for Activities

- **Panel Discussion** (Several students discuss the same topic)
- **Demonstrations** (Events that are held at the Tri-County Score Center, attendees can go into lab to work on computers), Demonstrations of software, use of the Internet, etc.
- **Interactive Teaching Presentation** (An individual student or group of students prepares a presentation that is designed to teach the audience about a subject using interactive techniques that require audience participation.)

- **Q: Should I have a hand-out?**

A: Yes, Tri-County Score does not approve events that do not include a hand out of the presentation you are giving.

- **Q: Will I be paid to conduct my event?**

A: No, any events conducted are strictly a volunteer event.

- **Q: Can I request a day, evening or Saturday event?**

A: Yes, this information must be included on the Request for Presentation form.

- **Q: Will I have access to technology?**

A: Yes (only at the Score Center, we have computer classrooms, lecture room with presentation unit and lap top.

- **Q: Do I have to pay Score any money to host my event?**

A: No, Score does not charge any fee's to the Presenter.

- **Q: Does Tri-County Score provide advertisement?**

A: Yes, we will develop and submit a press release, generate flyers, and in many cases provide advertising on the Radio. However it is your responsibility as well to assist in the advertising of your event. You must not rely solely on Tri-County Score to get the word out about your event.

- **Q: Does Score provide the hand-outs or will they make copies?**

A: Yes, we will make copies of the hand out you create as long as we are provided with a clean copy, however, Score will charge you a fee per packet copied. You must request this service at the time you request to conduct an event.

- **Q: Can I discuss my Business at the Event?**

A: Yes, you may discuss your business, keeping in mind the focus of why you are conducting the event – For Score potential clients.

- **Q: Can I distribute information about my Business at the Event?**

A: Yes, you may distribute information about your business, keeping in mind the focus of why you are conducting the event – For Score potential clients.

- **Q: Can I sell any products for my Business at the Event?**

A: No, Score is the only entity that can sell products during Score events, unless otherwise stated.

- **Q: How should I dress?**

A: Tri-County Score requires business attire when conducting our events.

- **Q: What other speaking points should I keep in mind?**

A: Here are just a few, not in any particular order:

1. Be sure to introduce yourself and if group size permits, have your attendees introduce themselves as well.
2. Speak loudly enough to be comfortably heard.
3. Observe your audience to make sure you're being understood.
4. Looking at your audience helps you see if they're following you and allows your audience to connect with you.
5. Place your notes in a way that allows you to easily look up to see your audience.
6. Use illustrations and/or examples when appropriate.
7. Keep things simple.
8. Be sure to leave time for a question and answer period.
9. Maintain control of your event, do not let one person ask too many questions or answer questions you as the presenter should answer if appropriate.

Any questions not listed, please give Tri-County Score a call @ 609-484-9503.

SAMPLE BIO

Mr. Rocky Johnson
Director, Project Analysis
Duke Energy Gas Transmission



ROCKY JOHNSON is director of project analysis for Duke Energy Gas Transmission, the Duke Energy interstate natural gas pipeline subsidiary. He is responsible for development of new natural gas pipelines ventures, services and related energy projects with primary focus on the East Tennessee Natural Gas system.

He was named to his present position in April 1997. Previously, he served as director of business development for PanEnergy Development Company, since 1994.

Johnson joined the company in 1979 as an engineer for former subsidiary Panhandle Eastern Pipe Line Company. He subsequently served in positions of increasing responsibilities for Panhandle. He was promoted to supervisor of environmental compliance in 1980 and held various supervisory and managerial posts in the environmental, DOT (Department of Transportation) compliance, pipeline research, federal regulatory, system planning and market service areas.

He received a bachelor of science degree in mechanical engineering in 1972 and a bachelor of science degree in engineering administration in 1973 from Michigan Technological University (MTU), Houghton, Michigan. Johnson also earned a master of science degree in wildlife ecology from MTU in 1979.

Tri-County SCORE Committee's

List the committee's you serve on, or want to serve on

SPECIAL NOTE:

Please detail how your experience and knowledge may help the clients served by Tri-County Score. Also, please detail experience you have in reference to the committee you serve on, specifically if you are a chairperson of a committee.

REMEMBER - THE INFORMATION YOU SUPPLY WILL BE ADDED TO THE Tri-County WEBSITE UNDER YOUR PICTURE!! IF YOU HAVE A PICTURE YOU PREFER TO USE, INCLUDE THAT PICTURE IN YOUR BIO.

LASTLY, PLEASE USE MS WORD FOR YOUR BIO

and email to tri-countyscore@hotmail.com.

THANKS

Trina Byrd, Chapter Chair

Tri-County Score, 687 Presenter's Services

If you would like to conduct a presentation and you need assistance with the development of your presentation, materials, etc., Score can provide the following services:

Item or Service	Amount	Comment
Create power point presentation	\$45.00	(maximum 15 slides)
Copy of Power Point software (includes Word, Excel, Access and Small Business Accounting)		Free once you become a member
Power Point presentation template Cd-rom	\$25.00	
Convert your presentation to Flash and run from Cd-rom	\$39.00	
Add sound and other enhancing features to your presentation	\$19.00	
Provide printed copies of presentations in black and white		Priced per packet
Provide printed copies of presentations in color		Priced per packet
Bind presentations with hard cover		Priced per packet
Presenter's Tracking Software	\$99.00	
Presenter's Letter / Label Software	\$99.00	
Develop your hand-out or workbook		Priced per project
Develop a Kit (includes info cd-rom, workbook, training guide, etc.)		Priced per project
Activities for Presenters Kit	\$29.00	
Customized folders with your name and logo	\$1.00 each	
Customized Business cards in color	\$15.00	Quantity of 100
Customized printed hard Covers for your presentation in color	\$1.00 each	
Convert your documents to PDF format for e-mailing or printing	\$15.00	
Put your entire package on cd-rom with label and case (per project)	\$35.00	Quantity of 25

Proceeds (after costs) from these services are donated to Tri-County Score fund.

