

creating community through women in business

## **Preparing for Your Showcase**

Each ConnectW member has the opportunity to have a 5-minutes speaking showcase (no more than once per year) at our monthly member meetings. This is an excellent opportunity to increase your networking contacts and present your business to about 70 of our members.

## **Expectations**

With the purchase and confirmed date of your showcase you will:

Arrive between 4:00 – 4:30 on meeting day to set up your table.

Be available for members to network and connect with you during the 5:00 - 6:00 networking time.

During this time, members will put their business cards in a container that you bring and at the end of your 5-minute presentation (later in the meeting) you get to do a drawing and offer some kind of giveaway (no more than two). This can be something from your own business, or you can purchase something from another ConnectW member or bring something else.

Present for 5 minutes during the scheduled showcase time, usually near the end of the meeting.

Presentations are up to you! You can talk about your business for 5 minutes, you can do a PowerPoint, you can bring customers for a testimonial, or do a skit...whatever and however you want to make an impression to our members (and guests) about your fabulous business. Hint: Be sure to focus on the benefits for the consumer.

At the end of the presentation you will do your giveaway drawing from the business cards you collected (no more than two).

You can sign up and choose your preferred date on the ConnectW website. Or email <u>info@ConnectW.org</u> to sign up.

## Cancellations

In the unfortunate case that you would need to cancel your showcase, we request that you cancel at least 30 days prior to get a full refund, or it will be your responsibility to find another ConnectW member to take your place and assume the cost. Our Advertising Chair will be available to help make suggestions for how to find a replacement showcaser and, we will send an email out to the entire membership to assist in finding someone: <u>Advertising@ConnectW.org</u>