

SUGGESTED GUIDELINES FOR COMPANIES PARTICIPATING IN “MEET THE PRODUCER” BREAKFAST MEETING

The purpose of the “Meet the Producer” breakfast meetings is to allow the Associate members of ARPA an opportunity to meet key personnel from Producer members and to learn about their companies and the services they offer. This allows them to identify areas of potential opportunity and common interest with the Producer. Members’ working with members is a win-win situation.

Below are some suggestions for your presentation. These are only guidelines and you should feel free to expand on the items presented here.

- I. Presentation Type
 - a. PowerPoint works well.
 - b. If possible, provide 1 or 2 page handouts with pertinent company information, including contact names and number for various departments or areas.
 - c. Allow for question and answer time at end of presentation.
 - d. Suggested presentation length is 20 to 30 minutes, not counting Q&A.
 - e. If possible, provide short bio on presenter(s) prior to meeting.
- II. Suggested Topics
 - a. History of Company
 - b. States or Countries operated in
 - c. Number and location of Arizona operations
 - d. Size and structure of Arizona operations
 - e. Products produced, main business areas
 - f. Departments or divisions with key contact names and information (including transportation, human resources, operations, quality control, safety, etc.)
 - g. Major projects or awards
 - h. Any special or unique information about company
- III. Additional Information for Presenter
 - a. Typical number of attendees is 15 to 25.
 - b. Associate members are from a wide range of businesses including admixture companies, engineering firms/testing labs, trucking and equipment companies, insurance companies, and attorneys among numerous others.
 - c. Breakfast is served first at 7:30 AM. Presentation usually starts around 8:00 AM.
 - d. Associates Committee Chairperson usually greets attendees and introduces presenter.
 - e. Meeting usually ends by 8:45 to 9:00 AM.

Thank you for your willingness to take time from your busy schedule to share with the Associate Members. It is appreciated very much.