

Business Outreach

What is Business Outreach all about? “To raise support for team 1983 and FIRST Robotics from the local business community.” Business Outreach isn’t just about money—it’s about gaining real world experience, building relationships, establishing internships, finding mentors, and garnering in kind services for our team and for FIRSTWA as a whole.

Here are the steps of Business Outreach:

1. Research your company
2. Find and establish a contact in the company
3. Start the contact through an email
4. Plan in-person meeting with the business
5. Give Presentation
6. Follow up and debrief

Here is the list of materials:

1. Donor Form
2. REC Card
3. Thumb drive
4. Business Cards

How will I be successful? For major parts of the process, like the initial email, you will be provided templates. Alex and Kaeden will be checking in at each step of the process to make sure that everything goes according to plan. Keep them in the loop on any emails, contact, or other major events that occur in the process.

You can contact us by emailing Skunkworks+BO@grouppaces.com.

Business Outreach Event Planning Checklist

Goal and Deliverable	Date (tentative)	Initials
Research a business contact <i>(Name and position of contact)</i>	October 27	
Initial email sent out <i>(forward it to business operations email)</i>	October 29	
Communicate via email <i>(forward each email to business operations email)</i>	November 5	
Plan a meeting with business <i>(Date, time, and location)</i>	November 19	
Give Presentation to business	January 9	
Send Thank You card	Within 1 Week After Event	
Debrief	Within 2 Weeks After Event	