

**Welcome to the Solon Chamber Business Builder Group -
What to expect when you attend a meeting**

WHO: Business members of the Solon Chamber. You do not have to be a Sales or Marketing professional to attend the group.

WHEN: Meets the 1st and 3rd Thursday each month except Holidays from 8am to 9am.

WHERE: Honey Baked Ham Company Meeting Room at 33493 Aurora Road in Solon

WHAT TO EXPECT: Meeting is formatted the following way (Times are approximate) :

8am -8:15 All members have the opportunity to introduce themselves and what they do as we go around the table at the beginning of the meeting for introductions. **Please be prepared with your 30-60 second commercial telling us about your company.**

8:15-8:30 The next 15 minutes of the meeting is called the member Spotlight. Businesses have the opportunity to share with the group ways we can find referral business for them. It is an educational presentation that is more in depth than a 60 second commercial. (See Guidelines for Spotlight Presentations to understand what questions are to be answered when you give the presentation about your business).

8:30-8:50 Topic Discussion -The meeting will have a moderator and a topic is introduced and discussed- this can range from Customer Service, Marketing, Social Networking, Cold Calling, Negotiation, Handling Objections, Time Management, Website/Internet SEO, etc. Topics are known in advance and will be promoted on the website and via email reminders.

8:50-9:00 Come prepared with the name of one (or two) person/people or company who you'd like to be introduced to this year. You'd be amazed what a small world it is! News/Announcements- information about networking events, Chamber activities or upcoming meetings is announced. Anyone with information to share may do so. The meeting ends promptly at 9am but you may stay afterwards to continue networking in the meeting place. Our group is responsible for resetting the room for patrons of the Honey Baked Ham Co.