



Hosting Business Prospects

A COMMUNITY PREPARATION CHECKLIST

You never have a second chance to make a first impression. This is always the case when hosting representatives of a prospective company into your town or region. That's why it is vital that your community is prepared. This checklist is designed to help you know the project, know your community, and be prepared to make the absolute best impression to win the project.

The Project

- Size of Building Needed: _____ and/or
- Acreage Needed: _____
- Projected No. of Employees: _____
- Capital Investment: \$ _____
- Co. & Industry Background _____
- Purpose of Facility (i.e. distribution, manufacturing): _____
- Product of Operation: _____
- Timeline: _____
- Search Geography: _____
- Competing Towns: _____
- Deal-Killers: _____
- Priorities for Decision:
 - Building/Site Proximity to: _____
 - Costs/Taxes Transportation
 - Access to Markets Access to Materials
 - Electric Service Other Utilities
 - Workforce Incentives
 - Other: _____

The Visitors

- No. of Visitors: _____
- Titles: _____
- Presence of Decision-Maker(s): _____
- Special Needs: _____
- Language Issues: _____
- Arriving From: _____
- Departing To: _____
- Time Allotted: _____

The Product

Details on the Building:

- Sq. Footage Ceiling Heights
- Floor Thickness Environmental (Phase I)
- Prior Use/Ownership Floor Plans (copies)
- Price Additional Acreage
- Other: _____

Details on the Land:

- Surveyed Plat Aerial Photo
- Topography/Drainage Flood Plain documents
- Soil Borings Environmental (Phase I)
- Price Ownership
- Other: _____

Wage & Labor Surveys:

- Local & Current Survey
- Employment Security Department
- Area Employers' Wage Rates
- Unionization (presence, votes, strikes, etc.)
- Major Employers

Area Demographics: _____

Area Workforce Training Options: _____

Accurate Housing Costs: _____

Local Incentives & Taxes: _____

The Visit

- Confirm Detailed Agenda: _____
- Map the Driving Route (provide maps): _____
- Team Members Needed or On Call: _____
- Name Tags: _____
- Presentation:
 - Powerpoint Overview Good Transportation
 - Lighted & Clean Bldg Nice Meeting Location
 - Keys to the Bldg Good access to site
 - Trimmed Grass Drinks, Snacks, Meals
 - No litter Other: _____
- Token Gift _____
- Stress Professionalism & Confidentiality: _____
- Key Questions: _____
- 3 Key Selling Attributes (tell your story): _____



* Call one of Teamwork Arkansas' project managers to explore how we can help you win the project. We can be reached by calling 888.301.5861 or via www.TeamworkArkansas.com.