



## Request for Participation as Business Partner

Thank You for your interest in becoming a Business Partner in the “Extreme Office Makeover” powered by Mosaic Technologies!

### Extreme Office Makeover Summary:

The success of the home-makeover shows and events over the past few years are evident. The scenario is: A family’s home is in bad shape, so a team of professionals donate time and materials in order to “makeover” the house. The same concept applies to the Extreme Office Makeover. A company or organization’s systems, processes and technologies are out of shape, so a team of professionals donate time and materials help to improve that company’s situation. The goal is to provide one lucky business with a comprehensive “makeover” through the combined efforts of Extreme Office Makeover Business Partners.

### Objectives:

- Collaborate to assist a worthy SMB in Montgomery County, Maryland.
- Develop an awareness of technology and business providers in Montgomery County.
- Provide additional business networking opportunities and foster and enhance relationships between complimentary businesses in Montgomery County.

### Business Partner Rewards, Selection and Responsibilities:

The establishment of key Business Partners and vendor donations is inherent to the success of the Extreme Office Makeover. We are seeking the assistance of local business owners as Business Partners for the event. Each Business Partner will receive logo publication and business promotion on all event material, television and web-site; usage of the “Extreme Office Makeover” Logo for press releases and business resume; sponsorship level recognition based on total estimated value of donation; acknowledgement of participation and appreciation at all Makeover related events and other events when possible. Business Partners will also receive a complete list of all participant contact information, application and needs analysis performed.

### Potential Local Business Partner Categories:

- Technology Systems and Service
- Web Design/Hosting Services
- Advertising Services
- PR Services
- Banking and Financial Services
- Office Maintenance and Cleaning
- Sales Training Services
- Office Interior Design
- Business Vehicles
- Accounting Services
- Legal Consultation
- Marketing Services
- Catering Services
- Insurance Products
- Business Strategy Consulting
- Furniture Related Services
- Logo/Image Design
- Lawn Care/Gardening Service

We are open to suggestions on other service offerings but only one Business Partner will be selected for each category.

Criteria for Business Partner selection will depend on the following:

- Total estimated value offering of goods and services by Business Partner.
- Perceived comprehensiveness, creativity and completeness of a package offering of goods and services (Ex: A year of accounting services with tax return vs. a month of bookkeeping).
- Clear and concise description of how the package offering of goods and services will be delivered and/or maintained during and after implementation.
- Perceived ability of the Business Partner to successfully implement and deliver the proposed goods and services.

The responsibilities and requirements of Business Partners are as follows:

- Provide a package of goods and/or services related to your business industry or profession.
- Assist in promoting the Grand Prize Winner and Finalists by attending the official “Kick-Off” Event and event concluding the Extreme Office Makeover. (This responsibility is waived for manufacturers or wholesale vendors i.e.: Microsoft, Toshiba, HP, etc.)
- Cooperate and work directly with Mosaic Technologies to easily install and deliver the offering of goods and services.

## **The “Extreme Office Makeover” Event Timeline**

### **Phase One:**

#### *Contestant Registration and Contact by Mosaic Technologies (Mosaic) Staff*

Phase One of the Extreme Office Makeover will take 60 to 90 days (August 7 – November 30, 2009). Once a contestant submits a registration, Mosaic will contact the contestant to establish the receipt and inform them when someone will visit to discuss the details of the contest. Mosaic will establish if they have met the requirements and/or qualifications. The contestant will be informed of the registration deadline/close date and Mosaic will contact and notify them if they’ve qualified for Phase Two.

### **Phase Two:**

#### *Contestant Evaluation*

Begin after application/registration deadline is reached and will take 30 to 45 days (November 30, 2009 – January 5, 2010). At this point Mosaic will eliminate the registrations that did not meet the contest rules. Mosaic will setup appointments with all that qualified and do a “light” Technology Assessment and find out if and why their company is in need of the Extreme Office Makeover.

### **Phase Three:**

#### *Selecting the Finalists for the Extreme Office Makeover* (January 5 – January 15, 2010)

An impartial panel of judges will be selected by the Partners to narrow the large field of contestants to about 5 to 7 finalists. The judges should be well known individuals from our community, as well as select vendors. Three to five judges and a representative from Mosaic will take part in this process. The panel of judges will meet to review the registrations and discuss the pros and cons of each.

Mosaic understands that there will be all different levels of contestants. We anticipate awarding a Grand Prize, Runner-up Prize, and Finalists prizes. We plan to provide every finalist with a gift just for registering.

### **Phase Four:**

#### *Announcing the Winners of the Extreme Office Makeover*

The Winners are announced at a large meeting with lots of press, lots of advertising, lots of anticipation, and lots of fun. The finalists will be announced, along with the second runner-up, the first runner-up, and the Grand prize winner. Media, pictures, interviews and sponsor recognition must be available. This will take place on or about February 12, 2010.

**Phase Five:**

*Installation, Implementation and Completion of the Extreme Office Makeover*

Mosaic Technologies (Mosaic) will project manage the installation and implementation of the makeover. Mosaic will work closely with the contest winner and Business Partners for a successful delivery of products and services.

**How to Apply for Selection as a Business Partner**

1. Complete the Business Partner offering application
2. Create a clear, comprehensive and complete package offering of goods and services you or your organization can provide. Please list the total estimated value of the offering. You may use additional attachments if needed.
3. Submit your completed application and offering with signature to the Extreme Makeover Committee no later than January 5, 2010. Business Partners will be notified of their selection no more than 10 days after the receipt of their Application.



**Yes!** We want to be a part of the Extreme Office Makeover powered by Mosaic Technologies!

## Business Partner Offering and Donation

PLEASE PRINT CLEARLY OR TYPE THE FOLLOWING INFORMATION:

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Partner Category

\_\_\_\_\_  
Contact Name and Title

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Secondary Contact Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

Please Provide a Clear Description of Your Offering and Donation

Estimated Value \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Networking Groups or other Business Organizations do you or your company belong to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We WILL provide a representative for the Extreme Technology Makeover Kick-Off

Vendor Fair on date and time at place TBD

Please send completed form to [asamborn@mosaictechnologies.com](mailto:asamborn@mosaictechnologies.com) or fax 240-399-3904.  
Contact Andrea Samborn for additional information at 240-399-3900 x7025