



## Policies and Procedures for Every Company Counts Workshop Facilitators

In an effort to bring the most value to our Every Company Counts clients we have created a [calendar of workshops and seminars, programs, events and sponsorships](#) that provide our clients with access to expert small business consultants in Rhode Island at little or no cost.

As Every Company Counts' mission is to mobilize the economic development professionals in Rhode Island to promote small business success we reserve the right to choose facilitators that best support our mission and will provide the most value to our clients.

We ask that any facilitator, sponsor, expert, consultant or other type of host that is interested in conducting a workshop for Every Company Counts adhere to the following:

1. Interview with a minimum of two Every Company Counts staff members and be prepared with an overview of workshop (s) or seminar (s) topics including any PowerPoint presentations, handouts and materials.
2. Full disclosure of pricing structure of your product or service.
3. A resume including 3 references from former workshop or seminar participants or business organizations that have used your services in the past 12 months.
4. Workshop or seminar content must be original and not infringe on any copyrights or trademarks.
5. Workshop or seminar content cannot be a commercial for your product or service but general information on timely topics such as marketing, business planning, human relations, advertising, workforce development, ecommerce, operations, site selection, financing a business, sales, business start-up and licensing or any other topic that is deemed appropriate for the Every Company Counts audience.
6. A potential facilitator must offer a free consultation session to any attendee of a workshop or seminar and agree it is at the sole discretion of the attendee to continue as a paid client and not hold Every Company Counts responsible if no business is generated from workshop or seminar.

7. Must be willing to conduct a workshop at no charge other than the actual cost of printing materials and refreshments, if any.
8. Every Company Counts is not responsible for monetary transactions should the facilitators charge attendees for materials.
9. All facilitators are responsible for marketing their workshop or seminar and at no time will facilitator have access to the Every Company Counts client database.
10. Every Company Counts will post and promote workshop or seminar through [www.everycompanycounts.com](http://www.everycompanycounts.com) as well as other online and print media.
11. Facilitator must be willing to have attendees of workshop or seminar surveyed by Every Company Counts. Results of surveyed will be shared upon request.
12. By conducting a workshop or seminar for Every Company Counts does not serve as endorsement from Every Company Counts. Every Company Counts maintains a list in response to all consulting inquiries and the facilitator will be added to that referral list.

*Every Company Counts reserves the right to refuse any offers by facilitators if the facilitator does not agree with the Every Company Counts mission or the guidelines outlined above.*