



FORT WORTH
CHAMBER OF COMMERCE

SMALL BUSINESS
OF THE YEAR

TIPS FOR FINALISTS FOR THE ON-SITE JUDGING

Prepared by past Small Business of the Year
Recipients and Judges

1. Take advantage of this opportunity to take a close look at the way your place of business literally “looks.” Clean your office; organize your workspace; scrub your break rooms; your business will better for it.
2. Be prepared!
3. Rehearse your tour; you have a short time to give a lot of information.
4. Make sure owners/principals are present and available during the on-site judging.
5. Anticipate judges’ questions.
6. Give facts and let the judges know what sets you apart from other businesses in your industry.
7. Include in your presentation an update on your progress since you submitted your Application.
8. Be sure to give the judges an opportunity to ask questions. You don’t want to get through your tour and the judges not been able to ask questions. If you know your tour will take the entire time, ask them if they have any questions as you are moving through your facility.
9. If appropriate, involve key members of your staff in the interview so the judges can get a broader feel for your company and its personality.
10. If time allows following the tour, and there is an appropriate space available, it is appreciated if the judges could have a place to sit.
11. Be respectful of the time schedule. Our judges are volunteering their time.
12. Be enthusiastic. Let the judges know what receiving this award would mean to your company!
13. And during the interview remember . . . **IT’S ABOUT THE COMPANY, NOT YOU!**