Business First

* Executive Summary
  + Mission Statement
  + Team Facts
    - Location
    - Founding
    - Current
  + Services Rendered
  + Relationship with Sponsors
  + Goals
    - 1,3,5 year goals
* Team History and Growth
  + Year
  + Game
  + Sponsors
  + Number of
    - Team members
    - Coaches
    - Mentors
  + Competitions
  + Awards won
* Team Goals
  + 1,3,5 years
    - S.M.A.R.T goals
* Team Structure
  + Organizational charts
    - Show how your team functions
  + Job Descriptions
    - What each position does on your team
      * Coaches
      * Mentors
      * Team Leaders
* Design and Build Process
  + Purpose
    - Why do you do it this way
  + Scope
    - Who is it for
  + Process
    - How it is done
* Community Relations
  + Chairman’s Essay
  + Include all of your community events
* Budget
  + 3 year budget
    - Current year
    - Last year
    - Year before that
* Sponsorship
  + How you get your sponsors
  + Sponsor’s logos
    - In order of sponsorship levels
      * If you have them
  + Services rendered
    - What you do for your sponsors
* Risk Management
  + What were the challenges you faced or knew
  + How did you over come them
  + How did you prepare for them
* Lessons Learned
  + What you learned from risks