**Date/Time:** (Thurs, Feb 23 @ 11am E)

**Firm:** (Firm Name)

**AUM:** ($X.X B or $XXX mm)

**Website:** (Firm URL hyperlink)

**Location:** (Street Address)

(Suite #)

(City, State, ZIP)

**Phone:** (212-555-1212)

## 

**Meeting Attendees:**

**(Insert Meeting Attendee #1 Name)** (Hyperlink to bio) (Insert salient bio points - serves as a Senior Investment Analyst at Firm. Prior to joining the team at Firm, Meeting Attendee spent three years at another Firm doing X, Y, Z. Relevant college, personal items that may be relationship building blocks.)

(Repeat for additional attendees)

**Notes:** (Insert notes from calls, meetings, email exchanges that are relevant to the opportunity and to the prospect. If you put yourself in the investor’s shoes, what do they care about? Also, put yourself in the portfolio manager’s shoes. What do they need to know about this deal?)

(Visit the investor’s website. Any commentaries or blog posts that mention topics/viewpoints that relate to your strategy, fund or asset class? Include insights or links here as well.)

**Goal: (Insert a SMART (specific, measurable, actionable, realistic, and time-based) goal for the desired outcome of your meeting.**

**Topics for Discussion:** (Insert bullet point list of topics you want the portfolio manager to be prepared to discuss or potential questions/concerns the investor may have. Hint: there should be some unique elements to the deal. If all your meeting preps look the same, why should any PM read them? How is it going to move this specific deal forward if it is written for any generic deal?)

Sample Bullets:

* Team and personnel are important here: update them on firm milestones - assets, hires, etc.
* Talk about major shifts to the portfolio: what helped in Q3/Q4 2016?
* Discuss how we fit in the X bucket – **looking for complement to X, Y, Z mutual funds**
  + Note: Our correlation to each of those is 1, 2, 3
* Discuss where the team is finding interesting opportunities
  + Specifically asked about X sector overweight
* **May ask about down year in XXX and risk management process**