

SCOPE OF SERVICES

INVESTOR RELATIONS

Roadshows and Conferences

- Non-deal roadshows
- Sell-side conferences

Presentations

- Messaging & corporate presentations
- Virtual presentations
- Conference presentations

Collateral Materials

- Corporate fact sheet
- Annual reports & shareholder letters
- Investor kits & fulfillment
- Website creation & management
- Newsletters

Corporate Video Production

- Production services
- Web integration
- Distribution

Research Coverage

Press Release Writing

EDGAR / 8-K filing

Quarterly Financial Reporting

- Draft earnings release
- Draft conference call script
- Conference call Q&A prep
- Manage earnings reporting
- Wire distribution
- Conference call and webcast set-up

Investor Management

Activist Investor Issues & Proxy Matters

Compliance Issues

- Reg FD issues
- Listing / delisting issues

PUBLIC RELATIONS

Public Relations Counseling

- Strategic planning & research
- Crisis & issues management

Media Relations

(National, Local, Spot market)

- Product launches
- Business-to-business marketing

Corporate Communications

- Community relations
- Cause marketing
- Social media strategy
- Speech writing
- Internal communications

Special Events and Promotions

MANAGEMENT CONSULTING

Board of Director Services

- Full/Individual BOD assessment & development
- BOD/Management relationships
- Acquisition analysis

Senior Executive Services

- Executive team assessment & development
- Individual executive assessment & development

Executive Coaching

Strategic Planning

Succession Planning

EXPERTISE AND GUIDANCE FOR SMALL-CAP COMPANIES

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