



Consultations with TFI Mentors

As a TFI Member **you receive 120 minutes of consultation time with our volunteer industry consultants** during your membership year. You can use this time in ½ hour or 1 hour blocks, depending on your schedule and the mentor's availability. Consultations take place at TFI during business hours, by appointment. However, these can also take place at another location, via e-mail, by telephone or by Skype (depending on the consultant). To read the profiles of our consultants and to find the most suitable consultants for you, please [click here](#).

To maximize your TFI mentor meeting time, please complete one consultation request form per consultant and return the form to us via e-mail or fax. Once we receive your completed form, we will contact you to confirm receipt and to schedule your appointment. **The TFI Consultation Request Form can be [downloaded here](#).**

Preparing For A Consultation

- Do the research - book an appointment to use the resource centre and research material prior to your meeting. Look through websites, news articles, magazines, marketing materials, & stores.
- Check the mentor section of www.fashionincubator.com as the answer to your questions may be already answered, allowing you to save your consultation time for more important issues.
- If your meeting is about financials or business planning, prepare a profit and loss statement and/or draft business plan or cost sheets.

What To Bring To Your Consultation

- Prepare at least 2 to 3 questions as these will help you get the most out of your meeting
- Paper and pen – bring these to take notes
- Your laptop or tablet if you want to show your website, other websites or images from your line
- If your meeting is about design or production, bring samples of your product(s), sketches, fabric swatches, magazine tear outs; anything visual that can aid in explaining what you are asking
- If your meeting is about branding, PR or communications, bring marketing materials such as your press kit, look book or buyers kit if you have one.
- If your meeting is about sales and meeting with retailers, bring your samples, price list and a buyers kit

QUESTIONS? We're happy to help so please call TFI Admin at [416-971-7117](tel:416-971-7117)

NOTE: All TFI mentors sign a TFI Code of Conduct that binds them to policies such as non-disclosure, non-compete and non-discrimination. If you believe a policy has been breached, please advise us as soon as possible.