

The Minority Business Development Agency invites you to:

# How to Write an Effective Capabilities Statement

Learn how to promote your firm's capabilities and skills to advertise who you are and what you do.

**Monday, March 30th**

9:30 - 10:30 AM

747 Market Street, Tacoma Municipal Building, Room 248



**Construction Public Works**



**Architecture & Engineering**



**Goods and Services**

## What is a capabilities statement?

- A door-opener to new clients and agencies
- Proof of qualification
- Proof of past performance
- To set you apart from your competitors
- Required in many government registration processes

This workshop is geared towards minority and woman-owned businesses that are interested in creating a capabilities statement to advertise their firm's identity and scope(s) of work.

On-street parking and lot parking available, sorry no validation or reimbursement  
Questions? Contact Ivan Golovkin (253) 591-5075