



## Mentor Match Email

Dear [TEAM LEAD]

I am delighted to introduce you to [NAME OF MENTOR], [MENTOR TITLE], [MENTOR COMPANY] who has been matched as your mentor for the Big Ideas@Berkeley Contest.

*[Add a sentence or two about the strengths of this match i.e. "John is a serial entrepreneur, having founded two successful startups. He has a technology background and will serve as an excellent startup advisor to help you scale up your idea."]*

The Big Ideas Mentor handbook [URL] is the primary resource for mentors on the structure of the contest, the requirements for the final round, and the goals of the mentorship period. We strongly encourage both teams and mentors review this handbook, as it will provide a common understanding of the requirements of the mentorship period and helpful resources for ensuring a mutually beneficial mentor-mentee relationship.

**Please also mark your calendars: There will be a Big Ideas Final Round Information Session on Tuesday, February 5<sup>th</sup>, from 7-8PM in B100 Blum Hall.** We strongly urge both finalists and their mentors to attend! This will be the best opportunity to learn about the structure of the final round with your mentor, review the goals of the mentorship period, meet your mentor in person, and ask questions of Big Ideas staff and advisors. The information session will be followed by an informal mixer. (Refreshments will be provided.)

In the meantime, [MENTOR NAME] is copied on this email, and you may contact them directly to find a time that works for an initial phone call or meeting. Note that a **required mentorship worksheet** is included in the Mentorship Handbook and should be filled out by both mentors and teams during your initial meeting with your mentor to help structure and set expectations for future meetings.

Finally, also attached to this email is your first round proposal and a copy of the judges' feedback. Teams and mentors, please review these comments in advance of your first meeting together. You can also find the application requirements for the full proposal round on our website at: [WEBSITE URL]

Please feel free to reach out to me, or anyone at Big Ideas [WEBSITE URL] if you have any questions, and best of luck!

Sincerely,

The Big Ideas Team