

# Start a Small Business



This free Start a Small Business Checklist will ensure that you've completed all necessary steps for starting a new business. Simply check off the boxes after completing each item. Don't skip steps — each one is crucial to the success of any small business.

## RESEARCH AND WRITE A BUSINESS PLAN

- ☐ Research the Industry with Online Databases and Other Tools
- ☐ Research the Competition to Understand Market Advantage
- ☐ Search Business Plan Templates
- ☐ Write Your Business Plan
- ☐ Have a Mentor/Subject Matter Expert Review

## FUND YOUR BUSINESS

- ☐ Identify Sources of Capital
- ☐ Know How Much Capital is Needed to Launch
- ☐ Interview Potential Lenders/Investors
- ☐ Share Your Business Plan with Lenders/Investors
- ☐ Secure Capital

## CONSULT PROFESSIONAL ADVISORS

- ☐ Make an Appointment with BizLaunch or SCORE
- ☐ Hire an Industry Specific Lawyer
- ☐ Hire an Industry Specific Accountant

## KNOW YOUR LICENSING AND TAX REQUIREMENTS

- ☐ Register Your Business Name
- ☐ Determine Special Licensure or Certificates
- ☐ Determine Your Business Structure
- ☐ Working from Home? Check Home-based Business Requirements
- ☐ Working in Retail or in an Office? Apply for a Commercial Occupancy Certificate
- ☐ Apply for Special Permits
- ☐ Apply for Unemployment Taxes if Hiring Employees
- ☐ Apply for Arlington Business License, Business Tangibles

## MARKET YOUR SMALL BUSINESS

- ☐ Design a Comprehensive Marketing Plan
- ☐ Build a Website
- ☐ Secure Social Media Handles and Open Accounts
- ☐ Build a Prospect List
- ☐ Contact Prospects
- ☐ Research Local Networking Events
- ☐ Attend Strategic Networking Events

## LAUNCH YOUR BUSINESS!