

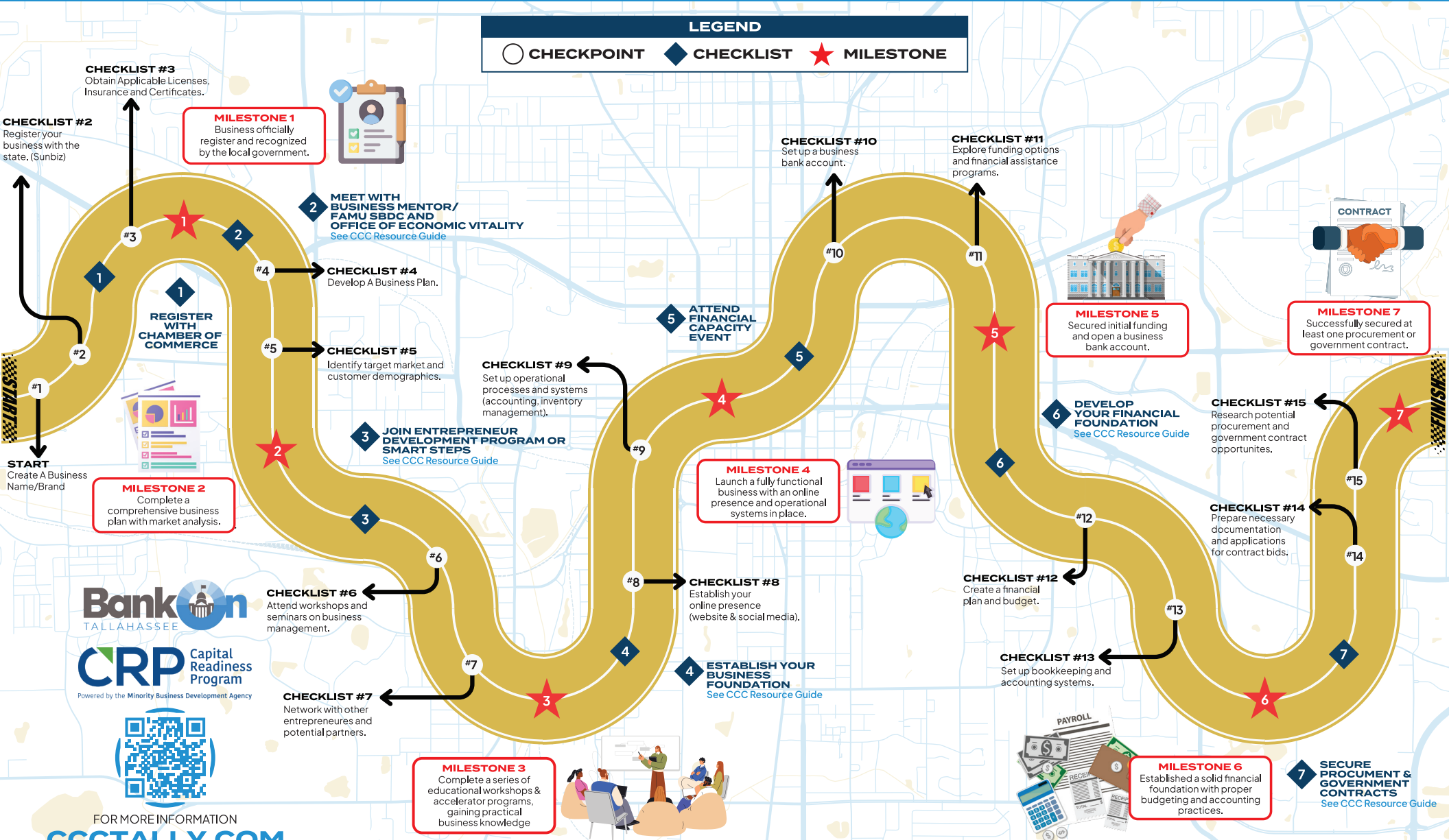


**CAPITAL CITY
CHAMBER
OF COMMERCE**

TALLAHASSEE BUSINESS ROADMAP

LEGEND

- CHECKPOINT
- ◆ CHECKLIST
- ★ MILESTONE



CHECKLIST #2
Register your business with the state. (Sunbiz)

CHECKLIST #3
Obtain Applicable Licenses, Insurance and Certificates.

MILESTONE 1
Business officially register and recognized by the local government.

1 REGISTER WITH CHAMBER OF COMMERCE

2 MEET WITH BUSINESS MENTOR/ FAMU SBDC AND OFFICE OF ECONOMIC VITALITY
See CCC Resource Guide

3 JOIN ENTREPRENEUR DEVELOPMENT PROGRAM OR SMART STEPS
See CCC Resource Guide

4 CHECKLIST #4
Develop A Business Plan.

5 CHECKLIST #5
Identify target market and customer demographics.

START
Create A Business Name/Brand

MILESTONE 2
Complete a comprehensive business plan with market analysis.

6 CHECKLIST #6
Attend workshops and seminars on business management.

7 CHECKLIST #7
Network with other entrepreneurs and potential partners.

8 CHECKLIST #8
Establish your online presence (website & social media).

9 CHECKLIST #9
Set up operational processes and systems (accounting, inventory management).

10 CHECKLIST #10
Set up a business bank account.

11 CHECKLIST #11
Explore funding options and financial assistance programs.

MILESTONE 3
Complete a series of educational workshops & accelerator programs, gaining practical business knowledge

12 CHECKLIST #12
Create a financial plan and budget.

13 CHECKLIST #13
Set up bookkeeping and accounting systems.

14 CHECKLIST #14
Prepare necessary documentation and applications for contract bids.

15 CHECKLIST #15
Research potential procurement and government contract opportunities.

MILESTONE 4
Launch a fully functional business with an online presence and operational systems in place.

MILESTONE 5
Secured initial funding and open a business bank account.

MILESTONE 6
Established a solid financial foundation with proper budgeting and accounting practices.

MILESTONE 7
Successfully secured at least one procurement or government contract.

FINISH

Bank on TALLAHASSEE

CRP Capital Readiness Program
Powered by the Minority Business Development Agency



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