

# Startup Checklist

1. Perform Self Assessments (Personal Qualities, Business Skills, Financial)
2. Utilize All Available Resources (VBOC, SBDC, SCORE, SBA)
3. Start Building a Network of Advisors (Lawyer, CPA, Banker, other consultants)
4. Initial Market Research / Feasibility Analysis
5. Prepare Business Plan
6. Choose a business name and check availability via Secretary of State
7. Develop Internal Agreements
8. Choose business legal entity and File Incorporation/LLC papers with the Secretary of State
9. Obtain proper Licenses
10. Open Business Bank accounts
11. Obtain Business Insurances necessary to protect yourself
12. Obtain necessary Copyrights, Trademarks, or Patents on inventions (if applicable)
13. Secure a location
14. Setup Accounting and Tax plan
15. Review your Credit and Personal Financial Resources
16. Obtain Financing
17. Hire Employees

## ***Startup Portals***

Please use the following web portals for your topic research as they are the best and most comprehensive tools available to assist the entrepreneur in starting a business:

Business.gov <http://business.gov/>

U.S. Chamber of Commerce <http://www.uschamber.com/sb/startup/default.htm>

SBA <http://www.sba.gov/smallbusinessplanner/start/index.html>

IRS <http://www.irs.gov/businesses/small/article/0,,id=99336,00.html>

SCORE [http://www.score.org/learning\\_center.html](http://www.score.org/learning_center.html)