

BUSINESS EDUCATION WORKSHOPS

• MARCH 2010 • (WEDNESDAY'S & FRIDAY'S)

Date

3/3

*TALK TO CITY INSPECTORS, ASK QUESTIONS GET ANSWERS

3:00pm to 4:30pm

Presented by the City of Chicago

To operate a successful business in Chicago you must know the requirements. Talk to inspectors from five City departments who will provide insight to operate safely, stay compliant, help prepare for inspections and point out the do's and don'ts of operating your business. Don't miss this workshop.

3/5

LOCATION, LOCATION, LOCATION

9:30am to 11:00am

Presented by Rodgers Park Business Alliance

Many businesses claim success on location alone. Market research for a business location can be costly. At this workshop you will learn the importance of demographics, different markets, and consumer expenditure data and how to use it when choosing a location.

3/10

HOW TO WRITE YOUR BUSINESS PLAN

3:00pm to 4:30pm

Presented by Illinois SBDC/Duman Micro Enterprise Center at JVS

Discover the basic elements to complete a business plan. A business plan is not only a roadmap to operate your business but it can help you identify pitfalls and can be a tool to secure lending. Learn why you need it, where to start and what it should contain.

3/12

EMAIL MARKETING

9:30am to 11:00am

Presented by Teffecx Company

Having trouble promoting your business and getting the word out? Technology is the way to go! Create a successful sales campaign and learn the do's and don'ts of email marketing. Learn how to measure your results and how to integrate email marketing with your website.

3/17

BANKRUPTCY LAW FOR SMALL BUSINESS

3:00 to 4:30pm

Presented by Community and Economic Development Law Project (CEDLP)

Small business owners, learn the ins and outs of bankruptcy law in Illinois. Don't do it alone, learn about alternatives to filing bankruptcy and the about different bankruptcy options. Learn when bankruptcy is the proper course to take and what it will mean for your business.

Date

3/19

HOW TO FINANCE YOUR BUSINESS

9:30am to 11:00am

Presented by Harris Bank

More than ever, business owners are having trouble obtaining a business loan? Know what banks are looking for to finance your loan. Learn how to prepare for a loan and the difference between small business loans, short-term loans and pre-loan qualifications.

3/24

CITY CONTRACTING 101: HOW TO RESPOND TO A REQUEST FOR PROPOSAL (RFP)

2:00pm to 4:00pm

Presented by the Chicago Department of Procurement Services (DPS)

This workshop is a **must** for small businesses interested in completing a City of Chicago Request for Proposal (RFP). Learn best practices on responding to a City RFP, what evaluators look for in RFPs, common mistakes and helpful tips to navigate the RFP specification.

3/26

HOW TO START YOUR BUSINESS IN CHICAGO

9:30am to 11:00am

Presented by the Department of Business Affairs & Consumer Protection

There are many things to consider when starting or expanding your business. Knowing City requirements, policies and laws are a must for any business. At this workshop you will learn the process for filing a business license application, know the various license types, understand when inspections are needed and how zoning is critical to your location.

3/31

*HOW TO GET CERTIFIED

2:00 to 3:00pm

DOING BUSINESS WITH THE CITY OF CHICAGO

3:15 to 4:30pm

Presented by the Office of Compliance and the Department of Procurement Services (DPS)

Are you interested in doing business with or being a certified vendor with the City of Chicago? You don't want to miss this workshop. Come learn about the different types of procurement opportunities as well as the City's contract monitoring and compliance standards.

**Workshops offered once a month.*



All workshops are FREE and are located at the
City of Chicago Department of Business Affairs and Consumer Protection
City Hall, 121 N. LaSalle St., Room 805

Space is limited. Please reserve your attendance by calling 312.744.5344
To learn more about BACP's workshops, visit www.cityofchicago.org/bacp

