

## The BIG Checklist

1 - Develop your business blueprint: The Business Model Canvas (BMC) is a valuable exercise that allows you to confront critical questions and make informed decisions about your venture. 2 - Establish your business structure: Choose a business structure that gives you the right balance of legal protections and benefits. 3 - Name and register your business: Compile a list of preferred names and conduct thorough online research. Once you have decided on a name, make it official: O Obtain an Employer Identification Number O Register on Sunbiz O Obtain a City of Greenacres Business Tax Receipt (\*) OComplete a Florida Business Tax Application from the Department of Revenue 4 - Secure funding for your venture: Determine your startup costs, explore funding options like personal savings, loans, or crowdfunding, and develop a sound financial plan to manage your finances effectively. 5 - | **Select the ideal location**: Before you sign on the dotted line for a business lease, consider foot traffic and verify that your business type is permitted in the area. 6 - Prepare for building permits: Secure the necessary commercial building permits and licenses from the City of Greenacres to ensure compliance and avoid potential legal issues. 7 - Obtain the necessary professional credentials: Obtain any required professional licenses or certifications specific to your industry to comply with the law, demonstrate expertise and build customer trust. 8 - | Open a business bank account: Establish a separate business bank account to manage your finances professionally and establish credibility. 9 - Get business insurance coverage: Secure appropriate insurance coverage to safeguard your business against potential risks and losses. 10 - Assemble your professional team: If needed, recruit individuals who share your passion, vision and possess the necessary skills and comply with regulatory mandates. 11 - Build momentum for your business: Craft a compelling marketing strategy to reach your target audience. Use social media, and strategic partnerships to generate buzz and start attracting customers. Host a Ribbon Cutting Ceremony with the help of the Department of Economic Development. Send an email to econdev@greenacresfl.gov.

(\*) Depending on the nature of your business, you may need to comply with other business permits and licensing requirements prior to

obtaining a BTR