BUSINESS EDUCATION WORKSHOPS

• JULY 2014 • (WEDNESDAYS & FRIDAYS)

Date

7/2 ***CITY INSPECTIONS – ASK QUESTIONS, GET ANSWERS**
3:00 to 4:30 p.m.

Presented by the City of Chicago

To operate a successful business in Chicago you must know the requirements. Talk to officials from four 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!

7/4 **NO WORKSHOP DUE TO HOLIDAY**

7/9 **HOW TO OBTAIN A MOBILE FOOD DISPENSER/PREPARER LICENSE**
3:00 to 4:30 p.m.

Presented by the City of Chicago Department of Business Affairs & Consumer Protection (BACP)

Are you interested in operating a food truck in the City of Chicago? Then come and learn how you may obtain a Mobile Food Dispenser (MFD) or Mobile Food Preparer (MFP) business license. We will be discussing the MFD/MFP licensing process including inspections, the application, mobile food vehicle, and operational requirements, as well as the optional pre-application Mobile Food Vehicle Assessment.

7/11 **USING TECHNOLOGY TO GET THE MOST OUT OF MARKETING AND ADVERTISING**
9:30 to 11:00 a.m.

Presented by Urban Shuffle

Take a journey through today's marketing life-cycle and learn how technology can get you a Return On Marketing Investment. We'll discuss inside strategies, tips, and share tools to help you manage marketing and advertising in 2014, successfully.

7/16 **PROTECTING YOUR BUSINESS FROM LEGAL, INSURANCE, AND FINANCIAL RISKS**
3:00 to 4:30 p.m.

Presented by Mary Jane Alagehband of Country Financial, Jennifer Barliant and Laurie Kaplan of Michael Silver & Company, and Jessica L. Oldani of Oldani Entrepreneurial Law, P.C.

Learn to protect your business from legal, insurance, and financial risks. This panel of experts, including an entrepreneurial law attorney, a business insurance professional, and two CPAs specializing in small and large business tax and accounting issues, explain the ins and outs of protecting your business on all three fronts. Whether you are starting, running, or simply dreaming of your own business, and regardless of the size of your enterprise, the comprehensive information provided during this workshop will set you on the right path.

** Workshops offered once a month.*

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Date

7/18 **HOW TO OPEN A CONCESSION AT O'HARE OR MIDWAY AIRPORTS**
9:30 to 11:00 a.m.

Presented by the Chicago Department of Aviation – Concessions Department

Have you ever wondered how you can operate a business or a concession at the Chicago airports? Come and learn about concession opportunities and the process to open a business..

7/23 **SECURING ADEQUATE RESTAURANT FINANCING**
3:00 to 4:30 p.m.

Presented by Thomas Abraham Senior Vice President, Ridgestone Bank and Lema Khorshid, Fuksa Khorshid, LLC

Finding enough financing for a new restaurant can be a major hurdle. In this portion of the workshop, we will first discuss how to estimate your start-up costs by looking at expenses like potential renovations, employee wages, marketing capital, and commercial kitchen equipment. We will then explore different sources of financing, such as personal resources, private investors, and small business loans. You will also learn about the basic loan application process, including what details to add into your business plan and how to prepare for your bank interview.

7/25 **HOW TO WRITE A BUSINESS PLAN-YOUR ROADMAP TO SUCCESS**
9:30 to 11:00 a.m.

Presented by Shelby Parchman, Senior Business Analyst, Illinois SBDC/ Duman Entrepreneurship Center at JVS

Want to launch or grow your business? Attend this seminar to receive insight, advice, and guidance to prepare a business plan. You will save money and avoid countless mistakes by learning to plan from the ground up and write about your business. According to Ben Franklin, "By failing to prepare, you are preparing to fail." Let us help you prepare not to fail.

7/30 ***HOW TO BECOME CERTIFIED**
2:00 to 3:00 p.m.

Presented by the City of Chicago Department of Procurement Services (DPS)

This workshop will provide an overview of the five certification programs currently offered by the City of Chicago: Minority Owned Business Enterprise (MBE), Women Owned Business Enterprise (WBE), Business Enterprises Owned and/or Operated by Persons with Disabilities (BEPD), Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE). Receive information regarding the application process and how to avoid the most common mistakes applicants encounter when submitting their applications.

DOING BUSINESS WITH THE CITY OF CHICAGO
3:15 to 4:30 p.m.

This information is designed to outline the role and responsibility of the Department of Procurement Services, and how the City's purchasing process works. This workshop is ideal for companies looking to do business with the City of Chicago.

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

SMALL BUSINESS CENTER

Space is limited. Please reserve your attendance by calling 312-744-2086
or email BACPoutreach@cityofchicago.org
To learn more about BACP's workshops, visit **www.cityofchicago.org/sbc**