

Date

10/3

***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 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.

10/5

NO WORKSHOP TODAY

Attend the Chicago City Treasurer's Small Business Expo at UIC Forum

8:30 to 3:30 p.m.

10/10

HOW TO WRITE A BUSINESS PLAN

3:00 – 4:30 p.m.

Presented by John Noel, IL SBDC at UIC

Every business needs a roadmap that leads them to success. A business plan is the vehicle that helps business owners to articulate how they plan on succeeding. This workshop is designed to give attendees an overview of the elements in a business plan. It also walks the attendees through the process of properly writing a business plan.

10/12

TECHNOLOGY 101 FOR SMALL BUSINESS

9:30am to 11:00am

Presented by Laura Sanchez, CEO of SWATware, LLC

In this workshop you will learn: how to implement some of the key IT best practices for your business, and how to avoid the most common mistakes small business owners make regarding their IT governance. Material includes: how to keep your information protected against common threats, increase your company productivity and many useful tips you can easily implement that will save you and your business time and money.

10/17

HOW TO OBTAIN A MOBILE FOOD DISPENSER/PREPARER LICENSE

3:00 p.m. – 4:30 p.m.

Presented by the City of Chicago Department of Business Affairs and Consumer Protection

Are you interested in operating a food truck in the City of Chicago? Then come and learn about how to obtain a Mobile Food Dispenser (MFD) or Mobile Food Preparer (MFP) business license. We will discuss the MFD/MFP licensing process, including the application, mobile food vehicle, and operational requirements.

* Workshops offered once a month.

Date

10/19

TAX RULES FOR SELF-EMPLOYED AND SMALL BUSINESS OWNERS

9:30 – 11:00 a.m.

Presented by Ala Goryunov, Economic Progress

This workshop will cover information you need to operate your business. Learn about when you must file a tax a return and make estimated tax payments, what constitutes a taxable income, what business expenses you can deduct, and how good recordkeeping can help you save money.

10/24

KEYS TO EMAIL MARKETING – ARE YOU INTERESTED IN LEARNING HOW EMAIL MARKETING CAN HELP YOUR BUSINESS GROW?

3:00 – 4:30 p.m.

Presented by Tom Casale, Constant Contact

Learn how you can create and deliver highly branded, professional looking marketing materials designed to engage your customers and prospects. Email marketing is an effective, affordable and easy way to enhance your organization or business image and build relationships that lead to increased profits and revenues.

Topics include:

- Best practices in email marketing
- What is permission based email marketing?
- List building
- Tracking results

10/26

LEGAL ASPECTS OF STARTING A BUSINESS/HOW TO CHOOSE THE CORRECT CORPORATE ENTITY

9:30 – 11:00 a.m.

Presented by The Law Project, Chicago Lawyers' Committee for Civil Rights

Have you ever wondered how transactional legal assistance can empower nonprofits and small businesses, also strengthen and develop their communities? The Law Project specifically provides assistance for non-profit organizations with 501(c)(3) tax exemption applications and small businesses. Topics cover: corporate structure, intellectual property matters (such as obtaining copyrights and/or trademarks), real estate transactions, personnel/ employment issues, and contractual matters.

10/31

***HOW TO BECOME CERTIFIED**

2:00 TO 3:00pm

DOING BUSINESS WITH THE CITY OF CHICAGO

3:15 to 4:30p.m.

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

Are you interested in doing business with or being a certified vendor with the City of Chicago? Come learn about the different types of procurement opportunities as well as the City's contract monitoring and compliance standards.



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 312-744-2086 or email BACPoutreach@cityofchicago.org To learn more about BACP's workshops, visit www.cityofchicago.org/bacp

