

# Essentials of Starting a Small Business Workshop

Sponsored by: Austin SCORE Chapter, Service Corps of Retired Executives

**When:** Third Wednesday of each month (**EXCEPT DECEMBER**)

## WORKSHOP DATES

January 21, 2004  
February 18, 2004  
March 17, 2004  
April 21, 2004

May 19, 2004  
June 16, 2004  
July 21, 2004  
August 18, 2004

September 15, 2004  
October 20, 2004  
November 17, 2004  
No Workshop for December

**Time:** 9:00 am to 4:00 pm

**Where:** 4100 Ed Bluestein Blvd  
Austin, TX 78721

**Cost:** \$45.00 (Includes Box Lunch)

After attending this workshop, the attendee will be able to effectively evaluate the pros and cons of starting a small business, identify the personal risks they face, and be able to create a "road map" to small business success. Unfortunately, seating is limited and is on a FIRST-COME, FIRST-SERVE basis.

## Agenda

9:00 am	Registration
9:15 am	Introduction/Personal Factors, SCORE
9:45 am	Marketing
10:45 am	Break
11:00 am	Financial Factors
11:45 am	Bank Lending Practices
12:15 pm	LUNCH
1:00 pm	Forms of Business Organization
1:45 pm	Business Insurance
2:30 pm	State Sales Tax & Other Taxes
2:55 pm	BREAK
3:10 pm	IRS & Record Keeping
3:50 pm	Accion - MicroLender
4:00 pm	Closing

### MAKE YOUR RESERVATION:

Call 512-442-7235

Mail: SCORE, 2501 S. Congress Ave, Austin, TX 78704-5539

FEE: \$45.00 at the Door

I Plan to attend the Pre-Business Workshop on \_\_\_\_\_

Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_