Join us for

The Basics of Writing a Business Plan

This program is for current and future business owners to learn the key components of a business plan. It will also provide guidelines for style and appearance to help create a professional look for your business plan.

During this program the following topics will be covered:

I. Introduction
II. The importance of a Business Plan
III. Key Elements of a Business Plan
   a. Business Description
   b. Management & Organizational Plan
   c. Marketing Plan
   d. Financial Plan
   e. Supporting Documents
   f. Executive Summary
IV. Writing Styles & Tools
V. Wrap-up and Question/Answers

When:
August 5
1 PM – 4 PM
Also attend How to Start a Business course on same day (9 AM – Noon)

Where:
1600 NE Coronado Dr.
Blue Springs, Missouri
Small Business and Technology Development Center at the University of Missouri Extension

Fee:
$49 materials included
(Scholarships may be available for those eligible)

Seating is limited:
Call (816) 876-2783
Preregistration Required

For more information contact the Jackson County Small Business and Technology Development Center at 816-876-2783 or email Samborskij@missouri.edu
www.missouribusiness.net

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