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:
July 14
5:30 PM – 7:30 PM
Also attend How to Start a Business course on July 7
(5:30 PM – 8:30 PM)

Where:
105 E. 5TH St. KCMO
(River Market)
University of Missouri
Extension offices

Fee:
$49 materials included
(Northeast Kansas City Residents and Business Owners Get One-Half Off. Scholarships may be Available for Dislocated Workers (call for details)

Seating is limited:
Call (816) 876-2783
Pre-registration 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

Funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Programs are extended to the public on a non-discriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance.

Contact: Jeff Samborski, 1600 NE Coronado Dr., Blue Springs, Missouri 64014. Phone: 816-876-2783. Or e-mail: Samborskij@missouri.edu