

BUSINESS EDUCATION WORKSHOPS

(WEDNESDAYS & FRIDAYS)

MARCH 2020



DATE

3/4 *CITY INSPECTIONS – ASK QUESTIONS, GET ANSWERS

3:00 to 4:30 p.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by the City of Chicago

To operate a successful business in Chicago you need to know what it takes to maintain compliance. Officials from several City departments will provide insight on how to operate safely, stay compliant, help prepare for inspections and highlight the do's and don'ts of operating a business.

3/6 EMPIEZA UN PEQUENO NEGOCIO (WORKSHOP PRESENTED IN SPANISH)

9:30 to 11:00 a.m.
City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

Presentado por el Northwest Side CDC (Community Development Corporation)

Venga aprender como abrir un negocio, los pasos que debe de tener y no tomar. Hablármos sobre creando un plan de negocio, entiendo su mercado, y creando un plan de acción. También se hablara los pasos para sacar su licencia de negociante.

3/11 EMPLOYEE (HR) HANDBOOKS & WORKPLACE POLICIES

3:00 to 4:30 p.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by Charles Krugel, a Management Side Labor, Employment and Human Resource Attorney

Open discussion concerning whether a business needs a handbook, written policies & procedures, & how to implement them.

*** Part of "Staying Alive: 2nd Year in Business Series" ***

3/13 BUYING AND SELLING A BUSINESS: FIND, EVALUATE AND NEGOTIATE

9:30 to 11:00 a.m.
City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

Presented by Lema Khorshid, Fuksa Khorshid, LLC

Do you want to buy a business and don't know where to start? In this step-by-step seminar learn how buying a business can be an alternative to starting up a new business. Also, learn how to effectively analyze new business opportunities and understand a business purchase contract so that you can quickly close the deal.

★ Join us for the FREE Small Business Expo on Saturday, March 7th from 10:00AM-2:00PM at Kennedy-King College, U Building-740 W. 63rd St., Chicago. For more information go to www.ChiSmallBizExpo.com

DATE

3/18 HOW TO OPEN A CONCESSION AT O'HARE AND MIDWAY INTERNATIONAL AIRPORTS

3:00 to 4:30 p.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by City of Chicago Department of Aviation – Concessions Department

Are you interested in operating a restaurant or shop at O'Hare or Midway International Airport, but don't know where to begin? Come and learn about the Request for Proposals (RFP) process and how to operate a business at the airport. This workshop will also provide an overview of the Airport Concessions Disadvantaged Business Enterprise (ACDBE) program.

3/20 HOW TO OBTAIN A MOBILE BUSINESS LICENSE

9:30 to 11:00 a.m.
City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

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

From Food Trucks to Peddlers to Mobile Merchants, not all businesses need a store front from which to operate and Chicago is proud to support many types of mobile businesses. Attend this workshop to learn how to obtain a Mobile Food or Retail License from BACP, including operational conditions, required inspections and application processes. Licenses covered by this workshop will include Mobile Food Dispenser and Preparer (Food Trucks), Mobile Merchant, Mobile Prepared Food Vendor, Mobile Frozen Desserts Vendor, Produce Merchant, and Peddler.

3/25 WHAT KIND OF FUNDING IS RIGHT FOR YOU/ YOUR BUSINESS

3:00 to 4:30 p.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by the U.S. Small Business Administration

If you need access to capital to achieve your business goals, the SBA offers a variety of funding programs for all kinds of small business ventures. Learn what kind of funding is right for you!

3/27 WHAT YOU NEED TO KNOW ABOUT YOUR BUSINESS & TAXES

9:30 to 11:00 a.m.
City Hall, 121 N. LaSalle St. – 11th Floor, Room 1103

Presented by the Internal Revenue Service (IRS) and Ladder Up

This workshop will answer important tax questions for your business including: Are you required to file a tax return? Is your worker an independent contractor or an employee? What will the IRS request during an audit? Are you required to make estimated tax payments? What resources does the IRS have for small business owners?

* Workshop offered once a month.



All workshops are **FREE** and open to the public.

Space is limited. Please reserve your attendance by calling 312.744.2086 or e-mail BACPoutreach@cityofchicago.org

To learn more about BACP's workshops, visit www.chicago.gov/businessworkshops

Film or audio recording of workshops by attendees is prohibited.

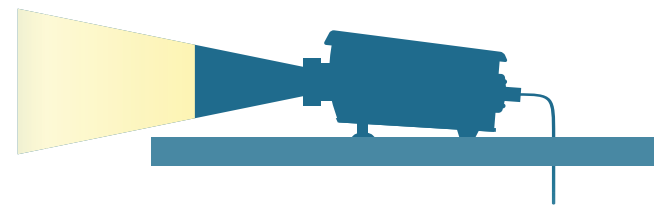
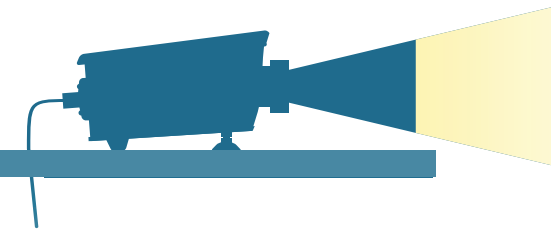


FREE BUSINESS EDUCATION WORKSHOPS @ CITY HALL



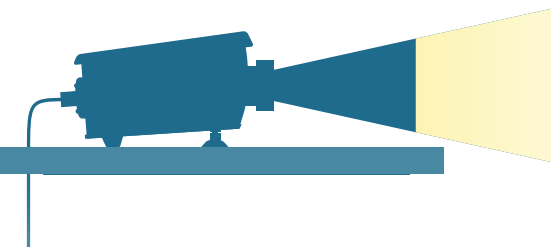
WORKSHOP TOPICS INCLUDE:

- Business licensing requirements
- Develop a business plan
- How to finance your business
- Know what to expect during an inspection
- Marketing, social media and websites
- Leverage technology to boost your business
- Staying Alive: 2nd Year in Business Series: Workshops dedicated to business owners who want to continue growing their enterprise during that tricky make-or-break second year in operation.



BUSINESS START-UP CERTIFICATE PROGRAM

Complete 9 workshops in a 6 month period and earn a **Business Start-up Certificate**. Those who earn a certificate are eligible to apply for low-interest and no-fee loans ranging from \$1,000 - \$25,000 through the CIBC Entrepreneurial Loan Program.



CITY OF CHICAGO'S SMALL BUSINESS CENTER ON THE ROAD EXPOS

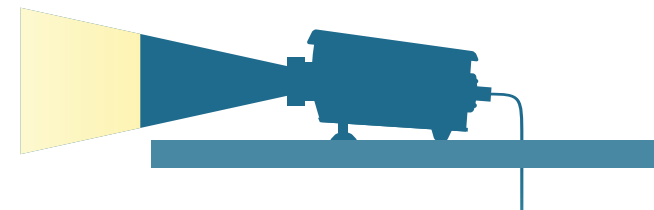
- **Saturday, March 7, 2019 from 10AM-2PM**
@ Kennedy-King College, U Building-740 W. 63rd St., Chicago
- **Saturday, May 2, 2019 from 10AM-2PM**
@ Arturo Velasquez Institute-2800 S. Western Ave., Chicago
- **Thursday, June 25, 2019 from 5-9PM**
@ 1871-theMART, 222 W. Merchandise Mart Plaza #1212, Chicago
- **Saturday, August 29, 2019 @ 10AM-2PM**
@ Truman College, McKeon Building-1145 W. Wilson Ave., Chicago
- **Saturday, November 7, 2019 @ 10AM-2PM**
@ Malcolm X College-1900 W. Jackson Blvd., Chicago

For updates visit www.ChiSmallBizExpo.com

SMART BUSINESS CHICAGO PODCAST

The podcast features Chicago's entrepreneurs who share their business stories and provide advice to help you navigate the road to business success. Listen to hear how entrepreneurs were able to make their business dreams a reality with some perseverance and the support of City programs and services.

Listen at www.soundcloud.com/ChicagoBACP



Register for workshops by calling **312.744.2086** or e-mailing BACPoutreach@CityofChicago.org
Workshops are held on Wednesdays and Fridays at City Hall, 121 N. LaSalle St., Chicago, IL 60602

Download our monthly calendar at Chicago.gov/BusinessWorkshops



City of Chicago Department of Business Affairs and Consumer Protection