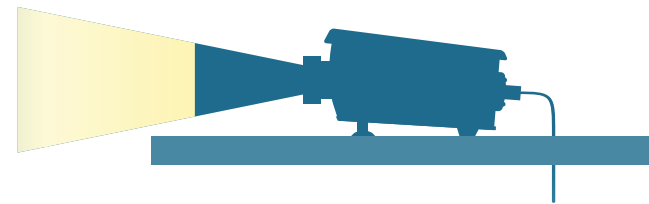
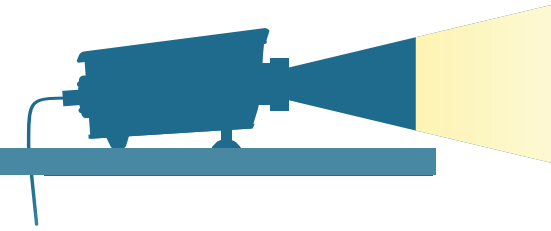


FREE BUSINESS EDUCATION WORKSHOPS @ CITY HALL



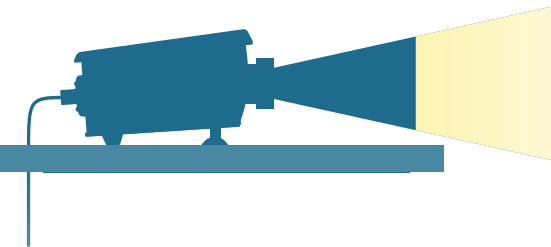
WORKSHOP TOPICS INCLUDE:

- 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.



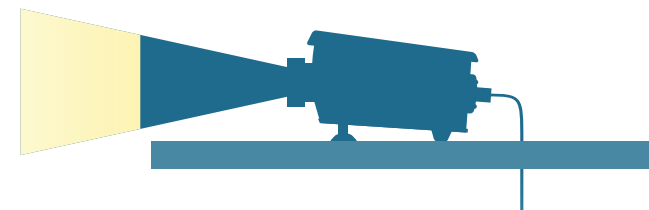
BUSINESS START-UP CERTIFICATE PROGRAM

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 9, 2019 from 10AM-2PM**
@ Kennedy-King College, U Building-6301 S. Halsted St., Chicago
- **Saturday, May 4, 2019 from 10AM-2PM**
@ Arturo Velasquez Institute-2800 S. Western Ave., Chicago
- **Thursday, June 27, 2019 from 5-9PM**
@ 1871-theMART, 222 W. Merchandise Mart Plaza #1212, Chicago
- **Saturday, September 7, 2019 @ 10AM-2PM**
@ Truman College, McKeon Building-1145 W. Wilson Ave., Chicago
- **Saturday, November 2, 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

BUSINESS EDUCATION WORKSHOPS

(WEDNESDAYS & FRIDAYS)

MAY 2019



DATE

5/1 *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.

5/3 SBA FINANCIAL ASSISTANCE; WHAT YOU NEED, WHEN YOU NEED IT

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

Presented by the U.S. Small Business Administration (SBA)

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

5/8 +RESOURCES TO START, RUN AND GROW YOUR BUSINESS

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

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

Whether you're a startup, established or about to expand your business, find out what resources are available to entrepreneurs. In this workshop, we will provide an overview of the resources that are essential to launching or growing a business in Chicago, which include access to capital, supportive services and grants programs. Additionally, we will discuss small business resources that are offered by the City of Chicago, Chambers of Commerce and Business Service Organizations.

5/10 +RESOURCES FOR CREATIVE ENTREPRENEURS

9:30 to 11:00 a.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

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

The City of Chicago's Department of Business Affairs and Consumer Protection in collaboration with the Department of Cultural Affairs and Special Events will share tips and resources to assist the creative entrepreneur with launching their business. Presented by Kenya Merritt, City of Chicago Department of Business Affairs & Consumer Protection (BACP) & Frayne Lewis of the City's Music Office.

5/15 HOW TO WRITE A BUSINESS PLAN - WHAT YOU NEED TO KNOW!

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

Presented by Donna R. Rockin, Managing Partner of Rockin Enterprises, Inc.

Learn how to create a comprehensive business plan. It's easier than you think when you understand all the components that get included. You'll receive a complete list of what to include to demystify the process. Writing a solid business plan is your roadmap to business success.

* Workshop offered once a month.

+Crain's Small Business Week is May 6-May 10, and the Wednesday, May 8th and Friday, May 10th workshops are part of this campaign. Additional events can be found at <https://www.chicagobusiness.com/events/small-business-week-event-finder>

/ChiSmallBiz @ChiSmallBiz /ChicagoBACP

DATE

5/17 MEETING YOUR CYBER SECURITY CHALLENGES IN 5 STEPS

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

Presented by the Better Business Bureau (BBB)

Cyber crime targeting businesses is on-going and continues to be a major concern. Learn how five steps can build awareness and an action plan to deter cyber criminals and help avoid the problems that could destroy a business. This presentation uses the latest information about hackers and data breaches to educate businesses how to protect themselves. Better Business Bureau teamed with National Cyber Security Alliance and National Institute for Science & Technology, along with local cyber security experts to create a scale-able program that any size company can use to create an individualized cyber security program.

5/22 HOW TO OPEN A CONCESSION AT O'HARE OR MIDWAY AIRPORT

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

Presented by the 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, how to operate a business at the airport, and a summary of the Airport Concessions Disadvantaged Business Enterprise (ACDBE) program.

5/24 NUTS AND BOLTS OF CREATING A CHARITABLE ORGANIZATION

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

Presented by the Community Law Project

Attend this workshop to learn about the legal steps to becoming a charitable organization, the differences between a for profit and a nonprofit and provide an overview of the legal process of creating a not for profit corporation, developing a board of directors, explain bylaws, and obtaining recognition of 501c3 income tax exemption for the organization.

5/29 ACCOUNTING BEST PRACTICES

3:00 to 4:30 p.m.
City Hall, 121 N. LaSalle St. – 8th Floor, Room 805
Presented by Michelle Ringold, Ringold Financial Management Services, Inc.

At the end of this training, participants should have a better understanding of the importance of accurate financials, requirements, and best industry practices including obtaining financing. The main topics will be as follows: Role of a Certified Public Accountant (CPA), Accounting System Basics, Financial Statement Overview, Budgeting/Financial Projections, Securing Banking/Bonding/Proper Insurance and Understanding What it Takes to be Successful.

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

5/31 INTRO TO MARKETING

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

Presented by the Women's Business Development Center (WBDC)

Do you want to better market your business, but don't know where to begin? Come to this workshop to create your marketing strategy, and learn tips and techniques on how to best use digital marketing tools (your website and social media) to further your brand. We will share free marketing resources and will end the class with an "ask the expert" panel from local marketing experts.

Join us for the FREE Small Business Center On the Road Expo on Saturday, May 4th from 10:00AM-2:00PM at Arturo Velasquez Institute-2800 S. Western Ave., Chicago. For more information go to www.ChiSmallBizExpo.com

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

