

SESSION 15: BRINGING IT ALL TOGETHER!

READY, SET, GO!

Dealmaking Worksheet

The act of identifying common goals and interests between two parties and creating mutually beneficial solutions is what business is all about. When solutions are found, the two parties have a deal. Negotiation is the cornerstone in the deal-making process.

1. With whom will you be negotiating, and for what reason?

2. What does the term “win-win” mean in terms of negotiating? How do you get to a “win-win” solution when negotiating?

3. How will you know when it’s the right time to walk away from the negotiating table?

4. How will you practice your negotiating skills?

If you intend to move forward with your business, there will be barriers and pitfalls along the way. Taking time to think about these problems *before* you move forward is what the planning process is all about.

1. What barriers and pitfalls do you expect to face if you start your business?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. What will you do to overcome or manage these problems?

[illegible]

Getting Started: Implementation Checklist

If you've decided to move forward with your business concept, the following checklist will serve as a reminder of some of the details that need your attention. Feel free to modify the list as necessary, and be sure to check into your specific requirements.

- ___ 1. Protect your intellectual property (e.g., patents, trademarks, trade secrets)
- ___ 2. Finalize business name, logo, and ownership. File "doing business as" (DBA) registration.
- ___ 3. Identify capital required, and seek necessary debt or equity financing.
- ___ 4. Secure facilities or equipment.
- ___ 5. Obtain insurance for facilities, equipment, or other needs.
- ___ 6. Check state license requirements. Secure licenses, permits, or bonding where necessary.
- ___ 7. Check certification requirements.
- ___ 8. Check local license requirements.
- ___ 9. Check zoning for business location.
- ___ 10. Obtain income tax information.
- ___ 11. Check on other local or state taxes that may apply to your business.
- ___ 12. Obtain federal tax I.D. number, if needed.
- ___ 13. If hiring employees, check on federal and state requirements.
- ___ 14. Check on environmental issues with regulatory agencies, if needed.
- ___ 15. Check to determine if you must comply with American with Disabilities Act (ADA).
- ___ 16. Establish accounting system.
- ___ 17. Establish bank account.
- ___ 18. Publicize and promote new business.
- ___ 19. Research signage needs
- ___ 20. Other: _____



