



Small Business Information Center (SBIC)
Economic Development Department
 Corporate Square • 7402 N. 56th Street • Building 400, Suite 425
 Tampa, FL 33617 • (813) 914-4028
<https://sbic.hillsboroughcounty.org>
DECEMBER 2009



MONDAY 8:30AM-5:00PM	TUESDAY 8:30AM-5:00PM	WEDNESDAY 8:30AM-5:00PM	THURSDAY 8:30AM-5:00PM	FRIDAY 8:30AM-NOON	SATURDAY By appt. only
	1 <u>West Tampa Area</u> <u>Como Empezar un Negocio</u> 1pm – 3pm Free	2 <u>Business Plan in a Day</u> 10am – 4pm Free <u>USF Area</u> <u>Smart Start Your Business</u> 10am - Noon Free	3 <u>West Tampa Area</u> <u>Business Plan Series</u> Part IV 1pm – 4pm Free <u>USF Area</u> <u>Enterprise Zone and Your Business</u> 10am - Noon Free	4	5 <u>SCORE</u> <u>Going Into Business</u> 9am - Noon \$35
7	8 <u>Brandon Area</u> <u>Doing Business with Government</u> 10am – Noon Free	9 <u>Ybor City Area</u> <u>Communicating Beyond Our Differences</u> 1pm – 4pm Free <u>SBA Loans and Other Programs</u> 10am – Noon Free	10 <u>West Tampa Area</u> <u>Business Plan Series</u> Part V 1pm – 4pm Free <u>Doing Business with Government</u> 9am – 11am Free	11	12 <u>Ruskin Area</u> <u>Business KIT</u> 10am – 5pm Free* *There is a 15 minute break for lunch. We suggest bringing your lunch so you can eat during the workshop <u>SCORE</u> <u>Preparing Your Business Plan</u> 9am - Noon \$35
14	15	16	17	18	19 <u>SCORE</u> <u>Going Into Business</u> 9am - Noon \$35
21	22	23	24 HOLIDAY (Office Closed)	25 HOLIDAY (Office Closed)	26
28	29	30	31 Highlighted workshops indicate workshops that are held in the community.	WORKSHOP SPACE IS LIMITED <i>Pre-register and arrive 15 minutes before starting time.</i>	Free individual Business Counseling is available. Call (813) 914-4028, Option #5 to make an appointment.



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November and December 2009

WORKSHOP DESCRIPTIONS

**THE FOLLOWING ARE DESCRIPTIONS OF THE WORKSHOPS
THAT ARE OFFERED THROUGH THE SBIC.
IF YOU HAVE ANY QUESTIONS OR WISH TO REGISTER FOR A WORKSHOP
GO TO <https://sbic.hillsboroughcounty.org>
OR CALL (813) 914-4028, OPTION #4.**

Business KIT - Know It Today – *All Business, All Day.* This workshop is focused on starting a new business. See other side for more details.

Business Plan in a Day – In this workshop, you will receive the critical, time-tested information and tools you need to develop a well-constructed and effective business plan.

Business Plan Series – At the conclusion of this 5-part series, you will have all the necessary components to create your business plan. Your completed plan will be reviewed by appointment and a certificate of completion will be issued.

Communicating Beyond Our Differences - Understanding different personalities helps you communicate better with customers, vendors and employees. We must learn to communicate beyond our differences and to work as a team in any business organization.

Como Empezar un Negocio – Infórmese sobre el proceso a seguir, las entidades legales a escoger y los documentos requeridos al momento de empezar su negocio.

Doing Business with Government - This workshop will cover how to register with Local, State and Federal Government agencies, how to find bidding opportunities and where assistance can be found.

Enterprise Zone and Your Business – Are you eligible for tax credits or refunds? If your business is located in an Enterprise Zone you may qualify for special incentives that will assist your business.

Going into Business – This workshop provides general information on licenses, legal entities, zoning issues, marketing and financing options

Grow Your Business Through Federal Contracting – Learn eligibility requirements and how to become certified to obtain set aside federal government contracts for your business.

Preparing Your Business Plan – Every business should start with a plan. Learn how to develop the basics of a Business Plan.

Restaurant 101 - Learn the requirements for a restaurant, catering business or a mobile food dispensing cart (e.g. hot dog cart).

SBA Disaster Loans – Learn how to apply to help you recover from disaster losses to your business, home, and personal property through the U.S. Small Business Administration federal government loan program under the FEMA “umbrella” for declared disasters.

SBA Loans and Other Programs – Learn about various SBA Loans and requirements, as well as other programs such as HUBZones and 8(a) firms doing business with the government.

Smart Start Your Business - This workshop provides general information on mandatory licenses, legal entities, zoning issues, marketing, grant availability and financing options.

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ROAD SHOWS



The following is a list of workshops that will be held in the community and NOT HELD AT THE SBIC OFFICE. Please check the calendar for dates, titles and times of workshops. To register for workshops go to <https://sbic.hillsboroughcounty.org> or call (813) 914-4028, Option #4.

All Business, All Day

Business KIT* Workshop ****Know It Today***

You will learn the basics for starting your own small, minority or women-owned business. The following topics will be covered: Smart Start Your Business, Preparing a Business Plan, SBA Programs, Loans and Financing, Managing Your Money, Marketing, IRS Regulations and Grant Availability.

USF Area: November 7 – 9am – 4pm
University Area Community Center
14013 N 22nd Street, Tampa 33613

Ruskin Area: December 12 – 10am – 5pm
Ruskin Library
1 Dickman Drive SE, Ruskin, 33570

ADDITIONAL **WORKSHOPS**

Brandon Area – Greater Brandon Chamber of Commerce
330 Pauls Drive, Suite 100, Brandon 33511
November 10 – 10am – Noon: *Smart Start Your Business*
December 8 – 10am – Noon: *Doing Business with Government*

East Tampa Area – College Hill Branch Library
2607 E. Dr. MLK, Jr. Blvd., Tampa 33610
November 12 – 10am – Noon: *Smart Start Your Business*
November 12 – 1pm – 3pm: *Restaurant 101*

USF Area – University Area Community Center
14013 N. 22nd Street, Tampa 33613
November 4 – 10am – Noon: *Doing Business with Government*
December 2 – 10am – Noon: *Smart Start Your Business*
December 3 – 10am – Noon: *Enterprise Zone and Your Business*

West Tampa Area – West Tampa Public Library
2312 W. Union Street, Tampa 33607
November 2 – 10am – Noon: *SBA Loans and Other Programs*
November 5 – 1pm – 4pm: *Business Plan Series I*
November 12 – 1pm – 4pm: *Business Plan Series II*
November 19 – 1pm – 4pm: *Business Plan Series III*
December 1 – 1pm – 3pm: *Como Empezar un Negocio*
December 3 – 1pm – 4pm: *Business Plan Series IV*
December 10 – 1pm – 4pm: *Business Plan Series V*

Ybor City Area - Robert W. Saunders, Sr. Public Library
1505 Nebraska Avenue, Tampa 33602
December 9 – 1pm – 4pm: *Communicating Beyond Our Differences*