

# How to Start a Business in Decatur County



## Start-Up Checklist

- Research feasibility & market analysis
- Write Business Plan (see page 7)
- Hire Accountant for financial analysis & business accounting set-up (see page 9)
- Hire Attorney to set up organization structure (see page 9)
- Regulatory Compliance (see page 4)
- Secure financing & set up business accounts (see page 10)
- Secure business Location
- Secure business Insurance (see page 11)
- Pay utility deposits (see page 8)
- Staff recruiting & hiring
- Order supplies & equipment
- Order inventory
- Develop marketing/advertising plan
- Order signs, business cards, brochures, catalogs, etc.
- Join Greensburg/Decatur County Chamber of Commerce
- Set up website
- Staff training
- Plan ribbon cutting, grand opening & open house
- Subscribe to industry publications