

BUSINESS EDUCATION WORKSHOPS

(WEDNESDAYS & FRIDAYS)



FEBRUARY 2018



DATE

2/2 HOW TO OPEN A CONCESSION AT O'HARE OR MIDWAY AIRPORT

9:30-11:00 a.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by Chicago Department of Aviation – Concessions Department

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

2/7 *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.

2/9 TEN PRACTICAL LEGAL TIPS FOR SMALL BUSINESS SUCCESS

9:30-11:00 a.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by Lema Khorshid, Fuksa Khorshid, LLC

Running a small business takes a lot of work. Often, a handful of employees fill a variety of roles, meaning that everyone has to bring serious hard work, dedication, self-motivation, and multitasking skills to the table. Amid all this, it can be easy to forget about the legal aspects of running a business. However, attending to these matters sooner rather than later is likely to save you time, stress, and expense in the long run.

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

2/14 HOW TO OBTAIN A SIDEWALK CAFE PERMIT

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by BACP, Small Business Center - Public Way Use (PWU) Unit, Anthony Bertuca

Take the mystery out of the Sidewalk Cafe Permit Application process by attending this informative workshop. We will explain the application process, inform you of all the requirements, and help you get prepared to submit an application. The entire application process may take 30 - 45 days, and the 2018 Sidewalk Cafe Season begins on March 1st.

DATE

2/16 ACCESS TO CAPITAL

9:30-11:00 a.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by Fifth Third Bank and Accion

In order for businesses to grow, capital is often needed but sometimes it isn't always easy to come by. In this workshop you will learn about traditional and non-traditional credit sources as well as how to best prepare for when your company needs it most.

2/21 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, Executive Director, Jules F. Knapp Entrepreneurship Center at IIT

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.

2/23 WHAT YOU NEED TO KNOW ABOUT YOUR BUSINESS & TAXES

9:30-11:00 a.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

Presented by the Internal Revenue Service (IRS) and the Center For Economic Progress (CEP)

Are you required to file a return? Is your worker an independent contractor or employee? What will the IRS request in an audit? Do you need to make estimated tax payments? What resources does the IRS have for business owners?

2/28 MUNICIPAL CODE COMPLIANCE FOR CHICAGO PAWNBROKERS AND SECONDHAND DEALERS

3:00 to 4:30 p.m.

City Hall, 121 N. LaSalle St. – 8th Floor, Room 805

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

The Department of Business Affairs and Consumer Protection (BACP) and Chicago Police Department (CPD) have stepped up enforcement of the Municipal Code's requirements pertaining to pawnbrokers and secondhand dealers. In order to help current and prospective pawnbroker and secondhand dealer businesses comply, CPD and BACP staff will present information on Code requirements and how to be prepared for ongoing inspections. Topics will include mandatory recordkeeping and LeadsOnline, license types and permissible business activities, the new requirements of the 2017 Secondhand Dealer Ordinance, and ongoing compliance checks.

*Workshop offered once a month.



/ChiSmallBiz



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/Chicago BACP



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.cityofchicago.org/businessworkshops

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