**Early Years**

**New business start-up template**



**Start-up checklist – stage 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Business area** | **√** | **Completed and reference** | **Outstanding actions** |
| **Background and pre-start** |  |  |  |
| Establish business and personal goals |  |  |  |
| Assess your unique strengths (template available) as a business |  |  |  |
| Determine all start-up costs (pre-start) |  |  |  |
| Carry out thorough market research – demographics, competitors, customers etc |  |  |  |
| Outline marketing strategy |  |  |  |
| Assess start-up resources and capital  Requirements (year 1) |  |  |  |
| Risk analysis |  |  |  |
| **Business structure and status** |  |  |  |
| Legal status – partnership, limited company etc |  |  |  |

**Start-up checklist**

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| --- | --- | --- | --- |
| **Business area** | **√** | **Completed and reference** | **Outstanding actions** |
| **Business structure and status (cont.)** |  |  |  |
| Register with relevant orgs i.e. Companies House, Charity Commission as appropriate |  |  |  |
| Draft business plan and budget forecast |  |  |  |
| Research business bank accounts and set up |  |  |  |
| Professional support – i.e. accountant, solicitor, HR etc |  |  |  |
| Funding for start-up, Gov support, loans and finance |  |  |  |
| Insurance – public/employer/professional indemnity etc |  |  |  |
| **Business owners** |  |  |  |
| Carry out full analysis on partners/owners including unique strengths/skillset/experience |  |  |  |