

START-UP CHECKLIST

WRITE A BUSINESS PLAN
BOIL THE BUSINESS PLAN DOWN TO AN INVESTOR DECK
SEEK OUT CO-FOUNDER, IF DESIRED
RAISE FIRST ROUND OF MONEY (SELF OR FRIENDS&FAMILY)
INCORPORATE
GET TAX ID
OPEN BANK ACCOUNT
FUND BANK ACCOUNT
COME UP WITH NAME AND LOGO <i>(if different than name incorporated under)</i>
CONDUCT TRADEMARK SEARCH
RESERVE DOMAIN NAME AND ALL SOCIAL MEDIA HANDLES <i>(Twitter, Facebook, Instagram, etc.)</i>
FILE TRADEMARK
SET UP EMAIL
ORDER BUSINESS CARDS
DRAFT OPERATING AGREEMENT
DRAFT FOUNDERS' AGREEMENT
SET UP QUICKBOOKS <i>or alternative bookkeeping software</i>
ORDER CHECKS / CREDIT CARD
STRUCTURE FINANCING AGREEMENTS FOR NEXT FUNDRAISE
MAKE A CAPITALIZATION TABLE TO DETERMINE OWNERSHIP %'S
SEEK OUT ADVISORS
LAUNCH

