

# Vietnam Veterans

## HOW TO START YOUR OWN BUSINESS

A ONE-DAY SEMINAR

sponsored

by

SCORE

SMALL BUSINESS ADMINISTRATION  
VETERANS ADMINISTRATION

THURSDAY, NOVEMBER 6, 1980

THE WORKSHOP BEGINS AT 8:30 AM  
AT 219 S. DEARBORN ST., CHICAGO,  
IL., IN ROOM 204-A.

REGISTRATION FEE \$3.00

ADVANCE REGISTRATION is essential because of limited space. Complete the attached application and mail to SCORE, Room 437, 219 South Dearborn Street Chicago, IL 60604. Register early since enrollment is limited. APPLICANTS WILL BE NOTIFIED ONLY IF THE CLASS IS OVERSUBSCRIBED. For more information, call (312) 353-7723.

The Service Corps of Retired Executives (SCORE) is a national volunteer group of men and women who have successfully completed their own active business careers and who now want to offer their help to both going and prospective small businesses. SCORE volunteers appreciate the contribution that small business has always made to American free enterprise and from this conviction they offer their talents, and experience to those who need help.

INDIVIDUAL COUNSELING sessions are available with SCORE counselors. We highly recommend that you follow-up your participation in the seminar by taking advantage of this chance to discuss your own plans in detail. There is no charge. Counselors are at three locations:

- (1) 219 South Dearborn Street, Room 437, Chicago, on Monday - Friday from 9:30 AM to 2:30 PM. No appointment is necessary.
- (2) 263 Park Avenue (Union Church side entrance). Glencoe, on Wednesday and Friday from 9:00 AM to 3:00 PM. For an appointment, call 835-1111.
- (3) Greater O'Hare Assoc. of Industry and Commerce - 20 Lively Boulevard, Elk Grove Village. For an appointment call 437-7944. CPO 823-290

SMALL BUSINESS ADMINISTRATION

EVERETT MCKINLEY DIRKSEN BUILDING

219 SOUTH DEARBORN STREET  
CHICAGO, ILLINOIS 60604

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE, \$300

POSTAGE AND FEES PAID  
SMALL BUSINESS ADMINISTRATION

SBA-475



PRE-BUSINESS WORKSHOP PROGRAM

This workshop is intended for Vietnam veterans who are planning to start a business, or who have done so recently, and is designed to acquaint them with financial and management requirements for successfully operating a business. Questions are encouraged.

A typical agenda is shown below. However, since each workshop may differ slightly, we cannot guarantee the exact composition of the program.

8:30 REGISTRATION

BUSINESS RECORDS

9:00 WELCOME

John L. Smith, Director, Chicago District Office, Small Business Administration.  
Joseph Apodaca, Chief, Service Division, Veterans Administration.

Importance and use of balance sheet, profit-and-loss statement, accounts payable and receivable, cash control and payroll. How to use an accountant.

INTRODUCTION

SCORE workshops as a source of information.

MARKETING

How to identify your prime market areas and reach your customer; successful salesmanship.

MANAGEMENT

Success factors and pitfalls. The art of management; planning organizing, controlling, directing.

TAXES

Federal, state and local tax requirements; sales, withholding and other taxes. Need for records.

FINANCIAL BASICS

Where to get money and how much you need. Your own vs. borrowed capital; trade credit; government sources of financing; bank relationships.

ADJOURNMENT - 3:00 P.M.

LEGAL

Factors in choosing among proprietorships, partnerships, and corporations; selecting a lawyer; insurance; regulations.

We conduct training programs on specialized subjects. Call 312/353-7723 for information.

11:45 LUNCH

PLEASE REGISTER AND PAY IN ADVANCE

You will be notified only if the workshop is oversubscribed; no confirmation of reservations is made.

Phone: 353-7723

REGISTRATION APPLICATION  
(Detach & Mail Today)

MAIL TO:  
SCORE  
219 S. Dearborn, Rm 437  
Chicago, IL 60604

Please enroll me in the Vietnam Veterans PRE-BUSINESS WORKSHOP scheduled for

THURSDAY, NOVEMBER 6, 1980

PLEASE ENCLOSE YOUR CHECK OR MONEY ORDER FOR \$3.00 PAYABLE TO SCORE. YOU WILL BE NOTIFIED ONLY IF THE WORKSHOP IS OVERSUBSCRIBED.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

P R I N T  
P L E A S E