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Client First Name: _____ Client Last Name: _____

Executive Summary

1. My company name will be _____
2. My business purpose is _____

3. I plan to organize my company as (Corporation, Partnership, LLC, Coop, other)

4. I have been in business since or plan on starting on _____
5. Manager(s) of the company will be _____

6. My experience as an owner is _____

Products and Services

7. The products or services I sell are _____

8. The research I've done for my business has been _____

MARKETING STRATEGY

1. Identify your target market.
2. Determine your marketing objectives.
3. Develop your marketing strategy.
4. Implement your marketing strategy.
5. Evaluate your marketing strategy.

MARKETING OBJECTIVES

1. Increase sales volume.
2. Increase market share.
3. Increase customer loyalty.
4. Increase brand awareness.

COMPANY / INDUSTRY	PRODUCTS / SERVICES (What)	MARKET ANALYSIS (Who)	MARKETING STRATEGY (How)
<p>Company</p> <p>Describe the start-up and background of your company</p> <p>Where, when and why started</p> <p>Where you're located and why</p> <p>Your related background, experience, startup, investment and advisory team members</p> <p>Trademarks, patents and logo development</p> <p>Future goals and plans</p> <p>Industry</p> <p>Describe the state of your industry, who the major players are, chief characteristics (growth and trends), and present a SWOT analysis</p> <p>SWOT</p> <p>Strengths: List your company's internal strengths in accounting, finance, marketing, human resources, operations, technology</p> <p>Weaknesses: List your company's internal weaknesses in accounting, finance, marketing, human resources, operations, technology</p> <p>Opportunities: List your company's external opportunities in trends, market growth, new markets, new products</p> <p>Threats: List your company's external threats such as new competition, lack of user adoption, lack of sales, price wars</p>	<p>Products / Services</p> <p>Describe your products, services, unique features, stage of development, production and manufacturing, product liabilities, proprietary features, comparison to competitive offerings.</p> <p>Value Proposition</p> <p>Describe what makes your company, products or services so remarkable and why</p> <p>VPMF Test</p> <p>How feasible is your business?</p> <p>1 Value – what value do you bring to the lives of customers?</p> <p>2 Problem-solving – what problem do you solve for your customers?</p> <p>3 Money-making capability – can you make money with this venture?</p> <p>4 Fit – how well does this venture fit your background, experience and financial situation?</p> <p>ELEVATOR PITCH</p> <p>Get one ready – you're going to need it. Learn how to give an effective, attention grabbing statement about your business and what makes you and it so special. No time to be shy – your next deal could depend on it.</p>	<p>ROI or EOC</p> <p>Market Size</p> <p>Annual Expenditure</p> <p>Total Market Demand</p> <p>Market Segments</p> <p>Describe your tribe – the different groups who will buy your products or services</p> <p>Which segment(s) will you target and why?</p> <p>Target Market Characteristics</p> <p>1 Demographics – age, income, gender, education</p> <p>2 Psychographics – attitudes, opinions, beliefs</p> <p>3 Geographics – location</p> <p>4 Behavioral – purchase characteristics</p> <p>5 Needs and wants – what problem will you solve?</p> <p>6 Tribe characteristics – what are the higher order values that you can tap into?</p>	<p>Marketing Strategy</p> <p>Describe how you will engage, build trust and lead your customer into: gain trust, sell later.</p> <p>Target Market:</p> <p>Product:</p> <p>Price:</p> <p>Promotion:</p> <p>Place:</p> <p>Engagement:</p> <p>Competition</p> <p>Who are your major competitors, how do you compare in size and business volume?</p> <p>What is your competitive advantage or distinctive competence? Product, price, promotion, distribution, technology?</p> <p>Anticipated competitive response to your company?</p> <p>BRAND PILLARS</p> <p>On what basis is your company different from others? What values does your company stand for?</p> <p>List your brand pillars</p> <ul style="list-style-type: none"> • What? • What? • What?

business plan

What is a business plan?

A business plan is a written document that describes an idea for a product or service and how it will make money. It includes your marketing plan as well as estimates for revenue, expenses, and how to make a profit.

Why do I need this?

A business plan is like a roadmap. It allows you to plan out the various aspects of your business on paper, and keeps you from making unnecessary mistakes later on. It helps an entrepreneur think about the costs associated with starting a business and show banks that you are serious about your idea.

IDEA

What is your big idea?
Is it a product? A service?

What makes your idea unique?
What do existing products/services not offer that yours will?
Why will people buy it?

MARKETING

Who will be your customers?
Are they adults? Kids? Teens? Men? Women? Where do they live?
Are they affluent or not? What do they like and dislike?
Describe your target customer with as much detail as you know.



BUSINESS PLAN	
THE BUSINESS	
EXECUTIVE SUMMARY	
COMPETITIVE ADVANTAGE	
MARKETING STRATEGY	
OPERATIONAL PLAN	
FINANCIAL PLAN	
APPENDICES	
COVER SHEET	
TABLE OF CONTENTS	
GLOSSARY	
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