**Entrepreneurship Project Guidelines**

All the information below must be placed in a binder/scrapbook and turned in at the designated dates.

Due Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Business Choice Sheet (Done in Class)
2. Final copy of the Business Plan
3. Mission statement (Philosophy) (Done in Class)
4. Geographic marketing area of the business (Location Sheet) (Picture with directions or map drawn)
5. Design a logo and business card
6. Advertise the business (Make an ad for the newspaper or a display)
7. Develop company rules and policies (Make a Chart)
8. Startup expenses/Budget (List all items and write them down in a notebook)
9. Make a floor plan of the business/office space
10. Design a front illustration of facility
11. Create samples of forms, requisitions, checks that will be used in business
12. Evaluate how you would measure the success of your business and how you would plan for expansion.

Completed Notebook is Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will be graded on the above items; also on neatness, originality, creativity, and overall quality of work. Have fun with this!!! See yourself as an entrepreneur!!!!