



What business insurance policies do you currently have in place?

- Product liability
- General liability
- Worker's Compensation
- None

Other \_\_\_\_\_

How familiar are you with the regulatory processes governing the products that you plan to make?

- Have had approved products in the past.
- Have some knowledge of the approval process.
- Have not begun to research the process.

Are you ServeSafe Certified?

- Yes (date you will need to renew \_\_\_/\_\_\_/\_\_\_)
- No

Do you have a written business plan?

- Yes
- No

What products do you make?

Please be specific. Example: Baker who sells breads, muffins, and fruit based pastries at farmers markets

What kinds of equipment do you need?

- Bun/sheet pan rack
- Restaurant range (gas, 24", 4 burners) with space saver oven
- Convection oven (gas, double-deck, 5 racks, 13 rack positions)
- Microwave oven (Amana commercial)
- Work Table (stainless steel, L-shaped 84"W X 36"W, 30"D includes prep sink bowl)
- Work table (stainless steel, 84"W X 30" D)
- Dishwasher (Hobart under counter)
- Hobart Mixer—20 qt
- Proofer

Other \_\_\_\_\_

Will you need storage on the premises?

- Dry storage
- Cold storage
- Freezer storage

If you require the same fixed schedule each week select the days you need each week

- I don't need a fixed schedule
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Approximately how many hours a week do you plan on using the Kitchen? \_\_\_\_\_

Will you have employees working in the Kitchen with you?

- Yes (how many? \_\_\_\_\_)
- No

How do you sell, or plan to sell, your product?

- Farmer's market, food truck, direct to customer
- Retail to quick shops, specialty shops
- Wholesale to restaurants, stores
- On social media or website
- I am not certain how I will sell products

Other \_\_\_\_\_

What small business development services would be useful to you? (Please check all that apply)

- Starting a business: writing a business plan, structuring the business, identifying essential business needs
- Bookkeeping and financial analysis: spreadsheets, food cost, cost analysis
- Determining type of food business registration and requirements that apply
- Marketing: target customer, pricing, advertising
- Branding: product positioning and design
- Social media support
- Web design/e-commerce
- Local sales identification (farmers market, pop-up stand, etc.)
- Product market testing (focus groups)
- Microloans and Loan application preparation
- Venture capital investor identification and pitch preparation
- Employee recruitment and training
- Interviewing suggestions and employee manual preparation
- Business mentoring/coaching: one-on-one consulting, group seminars
- Networking with other food entrepreneurs

Date you would like to begin using the kitchen? \_\_\_/\_\_\_/\_\_\_