



THE NORTHEAST ENTREPRENEUR

Serving Technology, Light Industry & Food Production Companies

Northeast Pennsylvania's LONGEST OPERATING BUSINESS INCUBATOR
A MEMBER OF THE BEN FRANKLIN BUSINESS INCUBATOR NETWORK

SEPTEMBER 2012

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ANNUAL REPORT/ RESOURCE GUIDE

The CTTC is in preparing an Annual Report to the Community which will also include a Resource Guide for our Northeast

Pennsylvania service area. A minimum of 1000 copies will be printed. The guide will be uploaded to our website and sponsors highlighted. Distribution will be through our economic development partners as well as other outlets that could reach entrepreneurs such as attorneys, accountants, insurance agents, etc.



The guide will feature "Ask The Expert" articles focused on feasibility, first steps, marketing, financing, tax and employee issues, accounting, social media, regional demographic information and doing business within the Marcellus Shale region. It will be an 8 1/2 x 11 page size document in full color.

The CTTC plans to host an "open house" to present the publication as well as providing an opportunity to meet some of our tenants and sample some products created in our kitchen incubator. We are very grateful to those that have already reserved advertising space. We have included information on advertising with this newsletter. If you are interested in supporting our efforts, please see the end of this newsletter for additional information. Deadline for advertising is October 5th.



NEWS & EVENTS

<p>SBDC PENNSYLVANIA Small Business Development Center The University of Scranton <i>Helping businesses start, grow, and prosper.</i></p> <p>Providing Confidential Consulting and Quality Training Programs to Small Businesses in</p> <p><i>Bradford, Lackawanna, Monroe, Pike, Susquehanna, Tioga, Wayne, and Wyoming Counties</i></p> <p>Phone: (570)941-7588 Email: sbdc@scranton.edu www.scrantonsbdc.com</p> <p>SBA U.S. Small Business Administration</p>	<p style="text-align: center;">"The First Step: Starting Your Business" Seminar</p> <p>This seminar covers the basics to get started in business, plus an introduction to developing a business plan.</p> <p style="text-align: center;"><i>Learn about:</i> <i>Registrations and Licenses</i> <i>Legal Business Structures</i> <i>Research Tools</i> <i>Developing a Business Plan</i> <i>Expense and Sales Estimation</i> <i>Small Business Financing Basics</i></p> <p>By the end of this seminar, you'll know how to get started in making your small business dreams a reality.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>To register:</p> <ol style="list-style-type: none"> 1) Go to www.scrantonsbdc.com 2) Select Education & Training 3) Scroll down and select "University of Scranton SBDC" </div> <p style="text-align: center;">FREE Only through December 2012*</p> <p style="text-align: center;">Space is limited and offered first-come, first- served only to those who register in advance.</p> <p style="text-align: center;">***</p> <p style="text-align: center;"><i>Choose <u>one</u> session:</i> All from 5 to 7 p.m.</p> <p style="text-align: center;">Thurs., September 13 Thurs., October 11 Wed., November 7 <i>or</i> Wed., Dec 12</p> <p><small>*The registration fee for the First Step course is being waived in 2012 as a result of SBA funding support from the Jobs Act.</small></p> <p><small>Funding support and resources are provided by the Commonwealth of PA through the Department of Community and Economic Development; through a cooperative agreement with the U. S. Small Business Administration, and through support from The University of Scranton. All services are extended to the public on a non-discriminatory basis. Special arrangements for persons with disabilities can be made by calling 570-941-7588. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA.</small></p>
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[Interested in Starting Your Own Food Business](#)

Another round of classes have been scheduled at the CTTC with the University of Scranton Small Business Development Center on "Starting Your Own Food Business". The next class is scheduled for Wednesday, October 3rd from 6:30 PM to 7:30 PM. Contact Nancy at 282-1255 or via email at nancy@cttc.org if you are interested in attending. You can also register through the SBDC website or the CTTC Facebook page.

[3 GUYS & A BEER'D now available in bottles & cases!](#)

As we mentioned in our newsletter last month 3 Guys & A Beer'd have kicked off bottling sales. Recently they have received approval to offer case sales by appointment only straight from the brewery. Call 570-280-BREW (2739) to make arrangements.



[Special thanks to CTTC Partners:](#)

We would also like to acknowledge and thank two partners who have supported the CTTC as we support our clients. Dave Nat of NEPA Alliance has worked with CTTC tenants to obtain the necessary funds they have needed to expand their business and Mark Toda of PENNTAP has been working with one of our Kitchen Incubator tenants to bring their product to market by enlisting Penn State University Graduate students who are helping our tenant with marketing strategies. It is through these partnerships that the CTTC and our clients are able to grow and remain competitive in today's economy.

Good Luck to Babunya's Gourmet Spices as they partner with a potential new tenant at the Bloomsburg Fair this week!

2012 ANNUAL REPORT & RESOURCE GUIDE SPONSORSHIP OPPORTUNITIES

Size Available	Cost	
Back Cover (One Available)	\$1,000.00	[]
Inside Front Cover (One Available)	\$750.00	[]
Inside Back Cover (One Available)	\$650.00	[]
Full Page	\$500.00	[]
Half Page	\$250.00	[]
Quarter Page	\$125.00	[]
Business Card Size Ad	\$50.00	[]

See next page for draft outline of resource guide information.

Minimum 1000 copies will be printed.

Ads should be received by 10/5/12

Full Color 8 1/2 x 11 size

CONTACT INFORMATION:

Business Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____@_____

PAYMENT OPTIONS: Please circle one: **Cash** **Check** **Bill Me**

Received by CTTC: _____

Date payment received: _____

Ad submitted via: ___ Disc ___ Email

File Type: ___ PDF ___ JPG ___ EPS ___ In Design File

Send to CTTC, 10 Enterprise Drive, Carbondale, PA 18407

Any questions or additional information call 570-282-1255 or email: nancy@cttc.org

CTTC Resource Guide and Annual Report Outline*

Resources to be included:

Determining Feasibility

Developing a Business Plan

Form of Business

Marketing Plan Social Media Web Analytics

Kitchen Incubator Fact Sheet Opportunities within the Marcellus Shale Industry

Financing Your Business

Building the Management Team

Tax Issues: Federal/State/Local

Employee Issues

Insurance

Bookkeeping

Regional Resources (List Contact Info in Detail)

Regional Service Providers

Online Resources

 PA Entrepreneur's Guide (website)

 Eastern PA SBA Small Business Resource Guide (website)

Annual Report

Pie Chart of CTTC Income & Expenses Sources

NBIA Metrics Report

Regional Demographic Information

** Additional information and resources may be added as necessary

Resource Guide will be uploaded to CTTC Website with a link to sponsors purchasing at least ¼ page ad. Distribution will be to any outlet that reaches the business community.
