

## WORKPLAN Page

**GOAL:** To develop a business resource guide/one-stop shop for downtown businesses (existing & new)

**COMMITTEE:** Economic Vitality

**ACTIVITY:** Develop and implement an on-line/physical business resource guide for downtown businesses

**Board Approval/Date:**

**OUTCOME:** Have both on-line/physical business resource guides for downtown businesses and beyond

**Budget Allocation**

TASKS	PERSONS RESPONSIBLE (NAME)	STAFF COMMITTEE (TIME)	TASK DEADLINE (DATE)	BUDGET \$\$	FOLLOW-UP REQUIRED (IF NEEDED)
1 Work with City of Heflin on the business section of the new website. (Provide Market Analysis info. to complete sections)	Paula Smith, Tanya Maloney, Shane Smith	2 hours	July 15	\$0	
2 Connect with Organization committee/Promotion Committee regarding Alumni group. See what resources may be in this group	Paula Smith	2 hours		\$0	
3 Work with Chamber of Commerce on their business section of the relocation guide	Paula Smith, Tanya Maloney, Abby Minter	2—4 hours		\$0	
4 Work to develop a folder	Paula Smith, Tanya Maloney	5—10 hours	January 1	\$250 printing of folders and materials	
5 Keep in contact with the City in regards to the Physical location for all business information (One-stop shop)	All Committee Members	Continuous	2018	\$0—budget TBD as we develop site for potential business owners to visit	
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