



How to Start a Production Company Checklist

1. **Do market research.**
 - a. Survey consumers.
 - b. Research economic studies.
 - c. Study competitors.
 - d. Analyze the demographics of your target market.
 - e. Pass out samples.

2. **Refine your concept.**
 - a. Decide what you want to produce.
 - b. Describe your company in one sentence.
 - c. Gather feedback.

3. **Give your business a name.**
 - a. Decide on a name.
 - b. Check if it is available.
 - c. Trademark the name.

4. **Create a business plan.**
 - a. Executive summary.
 - b. Business description.
 - c. Market analysis.
 - d. Organization management.
 - e. Sales strategy.
 - f. Financial projections.

5. **Create a legal entity.**
 - a. Choose a legal structure.
 - b. Register with your State.
 - c. Get an Employer Identification Number (EIN).

6. **Secure financing.**
 - a. Attract investors.
 - i. Sell equity in your business.
 - ii. Secure a private loan from friends and family.
 - b. Apply for a loan.
 - i. Meet with the lender.
 - ii. Fill out the application form.
 - iii. Provide collateral and your credit history.
 - iv. Sign a loan agreement after approval.

7. **Purchase insurance.**
 - a. Find out what type of insurance your business needs.
 - b. Find a provider or agent.
 - c. Purchase a policy.

8. **Find office or retail space.**
 - a. Determine if you really need a space.
 - b. Calculate costs.
 - i. Find out what your budget allows for.
 - ii. Total utilities.
 - iii. Total technology costs.
 - iv. Total rent and maintenance.
 - c. Shop around.

9. Hire employees or freelancers.

- a. Write a job description.
- b. Post on a job board.
- c. Review applications and resumes.
- d. Interview candidates.
- e. Check references.
- f. Send job offers.
- g. Fill out the mandatory IRS forms.

10. Brand and advertise.

- a. Craft your brand.
 - i. Write an elevator pitch.
 - ii. Find out who your customers are.
 - iii. Decide what kind of brand personality you want to have.
 - iv. Determine what you want people to associate your brand with.
- b. Connect with customers through advertising.
 - i. Set up email marketing software.
 - ii. Set up SMS marketing software.
 - iii. Create social media accounts for your business.
- c. Network.
 - i. Attend industry events.
 - ii. Join relevant guilds and societies.