

SBDC REFERRAL COORDINATOR GUIDE

Use this infographic to explain the step-by-step process of the Creative Entrepreneur Accelerator Program

STEP 1. SBDC MEETS WITH ENTREPRENEUR

Meet one or more times with the entrepreneur to ensure their business plan is prepared for success

STEP 2. SBDC COMPLETES REFERRAL FORM

When SBDC feels the entrepreneur has a sustainable business plan, the SBDC sends a completed Referral Form to ppa@berksarts.org

STEP 3. SBDC SENDS CLIENT INFORMATION FORM

Send the entrepreneur the blank Client Information Form and direct them to send the completed form to ppa@berksarts.org

STEP 4. BERKS ARTS SENDS APPLICATION FORM

Once Berks Arts has BOTH the Referral Form (from the SBDC) and the Client Information Form (from the entrepreneur), Berks Arts will send the Entrepreneur the Application to complete

REMINDERS:

- Please send any questions to ppa@berksarts.org
- The applications are reviewed on a rolling basis
- The Referral Coordinator can have more than one session with entrepreneur