

WESTERN MASSACHUSETTS VENTURE FORUM

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SUBMITTING A BUSINESS PLAN TO THE FORUM

This document describes the business plan submission and review process for the Western Massachusetts Venture Forum.

BUSINESS PLAN SUBMISSION

All business plans submitted to the Western Massachusetts Venture Forum are submitted through the chair of the business plan committee. The current chair of the business plan committee is Paul Nicolai. Although business plans may be submitted on paper, it is preferred that business plans be submitted as an electronic document in word perfect, Microsoft word, Excel or portable document file format. It is also preferred that submission be by electronic mail although it can also be done on a CD.

No plan will be accepted as submitted and no plan will be distributed to the members of the committee for review unless a submission document is filled out and sent to the chair of the business plan committee. A copy of that form document is available freely as a paper or electronic document. Go to www.wmassventureforum.org to download the form.

BUSINESS PLAN REVIEW

Once a business plan has been submitted the chair of the business plan committee will distribute that plan to the members of the business plan review committee. The business plan review committee reviews plans for the purpose of making two determinations:

First, is the business plan complete enough to be reviewed by potential funding sources? If the plan is not complete enough to be reviewed by potential funding sources, the major items which remain to be completed will be noted to the plan submitter. The plan submitter will also be given the names and contact information for people and organizations who may be available to assist in completing the plan. An attempt will be made to give contacts who are both for-profit and nonprofit if possible.

If it is determined that the business plan is not complete enough to be reviewed by potential funding sources, the process described here terminates the involvement of the Western Massachusetts Venture Forum.

PRESENTATION DECISION

Second, is the subject matter of the business plan something which the business plan review committee believes will be an effective presentation at a Venture Forum session?

If it is determined that the subject matter is something which will produce an effective presentation, the plan sponsor will be invited to present the plan publicly at a Venture Forum session. A review committee

will be selected and copies of the plan will be sent to them. They will review and comment on the plan at the public Venture Forum session at the same time that the presentation is made.

If it is determined that the subject matter will not make an effective presentation, the sponsor will be advised.

FORWARDING TO REGISTERED FUNDING SOURCES

Regardless of whether it has been determined to present the plan, the industry, amount sought and geographic location of the plan will be compared to the database of funding sources who have registered with the Venture Forum to match the needs of the plan with the interests of those funding sources. The plan sponsor will be provided with a list of those funding sources and the plan will be electronically transmitted to those funding sources with contact information for them to contact the plan sponsor.

SUBMITTING A PLAN:

The plan and the completed submission form should be submitted to:

Paul Nicolai
Nicolai Law Group, P.C.
146 Chestnut Street
Springfield, MA 01103-1539

v: 413-272-2000, ext. 1
f: 413-272-2010

e-mail: paul.nicolai@niclawgrp.com

If submitted electronically, the completed submission form should be faxed to the number shown above. Please be sure there is contact information with the submission so that the sponsor can be contacted.