



**CITY OF RICHMOND'S  
OFFICE OF MINORITY BUSINESS DEVELOPMENT  
TECHNICAL ASSISTANCE SEMINARS**

**June 2019 Seminar Schedule**

DATE & LOCATION	TOPIC	SPEAKER
<p><b>Tuesday</b> <b>June 18, 2019</b> <b>4pm-5:30pm</b></p> <p><b>Southside Community Center</b> (Conference Room A) 4100 Hull Street Rd. Richmond, VA 23224</p>	<p align="center"><b>How to do business with the City of Richmond</b></p> <p>Are you interested in learning how to do business with the City of Richmond? If so, this seminar is for you! Come learn how to become a registered vendor or supplier, learn the ins and outs of City of Richmond solicitations, and how the procurement process works from one of the City's Procurement Officers.</p> <p align="center"><b>Register Now!!</b> <a href="https://register.asapconnected.com/classdetail.aspx?org=5015&amp;pk=1468963">https://register.asapconnected.com/classdetail.aspx?org=5015&amp;pk=1468963</a></p>	<p align="center"><b>Lesley Brown</b> Contracting Officer City of Richmond, Procurement Services</p>
<p><b>Wednesday</b> <b>June 19, 2019</b> <b>4pm-6pm</b></p> <p><b>Southside Community Center</b> (Conference Room A) 4100 Hull Street Rd. Richmond, VA 23224</p>	<p align="center"><b>Tips on how to avoid legal mistakes in business formation</b></p> <p>Are you a small business owner or thinking about becoming one? This seminar will focus on the important of business formation documents and the protection it provides for your business. Come join the discussion!</p> <p align="center"><b>Register Now!!</b> <a href="https://register.asapconnected.com/classdetail.aspx?org=5015&amp;pk=1468727">https://register.asapconnected.com/classdetail.aspx?org=5015&amp;pk=1468727</a></p>	<p align="center"><b>Syreeta Bailey-Stewart, Esq</b> Attorney &amp; Owner SBStewart Law, PLLC</p>
<p><b>Thursday</b> <b>June 20, 2019</b> <b>4pm-6pm</b></p> <p><b>Southside Community Center</b> (Conference Room A) 4100 Hull Street Rd. Richmond, VA 23224</p>	<p align="center"><b>Money Smart Information Session</b></p> <p>The City of Richmond's Office of Minority Business Development presents Money Smart for Small Business 2019, a FDIC and SBA partnership and 13-module free business course. The curriculum provides training for new and aspiring entrepreneurs as well as for those entrepreneurs who need a refresher on the basics of organizing and managing a business. This information session will briefly go over the 13 module curriculum outline as well as provide the dates for all classes.</p> <p align="center"><b>Register Now!!</b> <a href="https://register.asapconnected.com/classdetail.aspx?org=5015&amp;pk=1468757">https://register.asapconnected.com/classdetail.aspx?org=5015&amp;pk=1468757</a></p>	<p align="center"><b>LaQuiana Bailey</b> Program Manager City of Richmond, Office of Minority Business Development</p>
<p><b>Wednesday</b> <b>June 26, 2019</b> <b>6pm-8pm</b></p> <p><b>Hickory Hill Recreational Center</b> <b>3000 E. Belt Blvd.</b> <b>Richmond, VA 23224</b></p>	<p align="center"><b>Stepping Into Entrepreneurship (Multicultural Affairs Business Introduction)</b></p> <p>Are you thinking about becoming a business owner? Do you have ideas, but you're not sure how to go about putting them into motion? If so, this seminar is for you! Come learn the pros and cons of starting a business. This free seminar will help you with strategies on how to "step into entrepreneurship" the right way! The workshop will include hands-on exercises to assist with putting all of your ideas on paper and in the correct order to prepare you for the journey you are about to take.</p> <p align="center"><b>Register Now!!</b> <a href="https://register.asapconnected.com/classdetail.aspx?org=5015&amp;pk=1474262">https://register.asapconnected.com/classdetail.aspx?org=5015&amp;pk=1474262</a></p>	<p align="center"><b>LaQuiana Bailey</b> Program Manager City of Richmond, Office of Minority Business Development</p>

<p><b>Thursday</b> <b>June 27, 2019</b> <b>5pm-7pm</b></p> <p><b>Hickory Hill Recreational Center</b> <b>3000 E. Belt Blvd.</b> <b>Richmond, VA 23224</b></p>	<p><b>A Business Plan Can Be Your Guide to Growth</b></p> <p>Whether you are a current business owner or a budding entrepreneur burning with the next great idea, one of the most important steps you can take on your road to success is creating a business plan. Business Plans are the foundation of running a successful business, obtaining loans, or qualifying for the perfect grant. This workshop will break down all aspects of preparing a thorough business plan for your business.</p> <p><b>Register Now!!</b></p> <p><a href="https://register.asapconnected.com/classdetail.aspx?org=5015&amp;pk=1468673">https://register.asapconnected.com/classdetail.aspx?org=5015&amp;pk=1468673</a></p>	<p><b>LaQuiana Bailey</b> Program Manager City of Richmond, Office of Minority Business Development</p>
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<p><b>Saturday</b> <b>June 29, 2019</b> <b>10am-2pm</b></p> <p><b>Martin Luther King Middle School (MLK)</b> <b>1000 Mosby Street</b> <b>Richmond, VA 23223</b></p>	<p><b>Office of Community Wealth -6<sup>th</sup> District Job Fair</b></p> <p>The City of Richmond’s Office of Community Wealth is hosting a job fair at Martin Luther King Middle School for individuals seeking employment. Residents should come dressed in business attire and equipped with their most recent resume. The Office of Minority Business Development will also be in attendance to talk to residents about entrepreneurship. The OMBD will discuss some of the steps that are necessary to take in order to successfully start a business.</p> <p><b>This event is FREE and there is NO registration required to attend.</b></p>	<p><b>Office of Community Wealth, Office of Minority Business Development, and local partners</b></p>
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**Metropolitan Business League (MBL)**  
For the MBL’s upcoming events & workshops visit:  
<http://thembl.memberzone.com/events/>  
Office: (804) 649-7473 Fax: (804) 649-7474

**Small Business Administration (SBA)**  
For the SBA’s upcoming events & workshops visit:  
<https://www.sba.gov/offices/district/va/richmond>  
Office: (804) 771-2400 Fax: (804) 771-2764

The Office of Minority Business Development (OMBD) offers one-on-one business consultations for aspiring entrepreneurs as well as business development strategies for current business owners. Contact our office for your consultation today! We have an office at City Hall and now at Hickory Hill Recreation Center on Southside!!

For more information, contact LaQuiana Bailey, Program Manager at (804) 646-1875 or [LaQuiana.Bailey@Richmondgov.com](mailto:LaQuiana.Bailey@Richmondgov.com)