

# COTTAGE BAKING BUSINESS

## Checklist

### Regulations

- Review your state's Cottage Food Producer Laws**
- Ensure city and HOA rules allow for a cottage business**
- Register for any required food handling classes**
- Complete application form**
- Submit application and any necessary fees**

### Business Structure

- Decide on business structure (Sole, LLC, etc)**
- If necessary, register for business Tax ID (EIN)**  
**\*Sole Proprietors can commonly claim revenue under SS number**
- Register business name with state**
- Review your state's laws regarding sales tax for items you will be selling**
- Recommended: Open business bank account**
- Recommended: Open business Venmo or other electronic payment account**
- Recommended: Explore and purchase liability insurance (FLIP is common provider)**

### Notes:

## **Business Plan**

- Research your market and competition**
- Secure social media accounts with business name**
- Create business plan; Considerations include:**
  - **Recipes**
  - **Marketing plan**
  - **Calendar and business schedule**
  - **Business Goals**
  - **Pickup/Delivery plans for customers**
- Design Logo (or hire logo design)**

## **Getting Ready**

- Set up labeling template for products**
- Procure baking supplies needed**
- Procure product packaging**
- Consider organization for supplies**
- Research best suppliers for ingredients, packaging**
- Determine how to log orders: website, Google Forms, Digital Messaging, etc.**

## **Start Promoting**

- Start sharing your business on social media**
- Promote to local community groups**
- Consider giveaways or samples to drive traffic**

**Connect with Your Baking Bestie to be promoted as a Featured Baker!  
I wish you all the success in your new endeavor!**

## Notes: