



IBA Start-up Guide: Year 1 Roadmap Tracker

Be sure to reference corresponding information and helpful links found at:
AMIBA.net/members/roadmap

Date joined AMIBA _____ (this will be the date of your annual renewal)

Month 1: Legal and Practical Considerations – these should happen before pursuing business memberships or accepting payments.

DATE COMPLETE

- _____ AMIBA Start-up Materials Recieved
- _____ Obtain your Federal ID # (EIN / FEIN) / Who/Due: _____
- _____ Establish your physical address / Who/Due: _____
- _____ Establish your Board of Directors and officers
- _____ Create your Articles of Incorporation / Who/Due: _____
 Approved by State: _____
- _____ Open a non-profit checking account / Who/Due: _____
- _____ Create your bylaws / Who/Due: _____
- _____ Register with your state department of revenue / Who/Due: _____

Months 2-4: Marketing/Publicity - Creating your public presence

DATE COMPLETE

- _____ Register your web domain name / Who/Due: _____
- _____ Secure organization contact means: telephone, email address, *Report to AMIBA* _____
- _____ “Launch” of IBA event, campaign / Planned Date/Event: _____
- _____ Host an AMIBA speaker for community presentation and analysis/survey (this could be part of or separate from your launch) Planned date/Event: _____
- _____ Design a logo / Who/Due: _____ *Send to AMIBA* _____
- _____ Create social media presence / Who/Due: _____
- _____ Website creation
- _____ Scheduled calls with AMIBA staff: _____
- _____ Customize AMIBA free outreach templates and tools
- _____ Determine dues scale
- _____ (ongoing) Recruit member businesses
- _____ Determine 1st Initiative
- Brainstorming/Ideas: _____
- _____
- _____
- _____

