### Play #27 Exercise: Attending to Your X’s and O’s

Use the section “**X’s and O’s Checklist”** in this Play to attend to your pregame details, as outlined below.

1. Choose a Company Name and register it at your state’s corporation commission website.
2. Hire a lawyer. Meet with the lawyer to discuss your plans and what needs to be done legally, such as:
* Deciding on the form of business you will operate (LLC, C-Corp, S-Corp, 501(c)(3).
* Deciding what state you are going to incorporate in.
* Drafting the articles of incorporation and file with the state.
* Registering your Company Name with the state.
* Registering or reserving state or federal trademark(s).
* Registering copyright(s).
* Applying for patent(s), if necessary.
* Publishing all required notices.
* Applying for a Federal Employer Identification Number (EIN).
* Applying for a Sales Tax number.
* Creating Employment Agreements.
* Creating client contracts.
* Reviewing any leases.
* Applying for necessary licenses and permits.
1. Open a bank account and get credit cards.
2. Handle IT requirements, such as:
* Choosing a website host.
* Creating a website.
* Registering your domain name.
* Obtaining company email addresses.
* Creating a company voicemail recording.
1. Produce business cards, stationery, sales literature, and email signatures.
2. Hire an accountant.
3. Secure a facility, equipment, and supplies.
4. Obtain necessary insurance, including Workers’ Compensation.