



Y.E.S. FOR ARKANSAS

BUSINESS PLAN CHECKLIST FOR STUDENTS

You may use this checklist before you submit your business plan.

Your plan will be judged based on how well you follow these expectations.

Page Count

- ☐ My business plan is at least 5 pages long and no more than 10 pages.
- ☐ I included a Cover Page and a Table of Contents. *I know those do **NOT** count toward the 5-10 page total.*

Formatting

- ☐ My business plan is a typed document, not a slide presentation.
- ☐ I used black, 12-point Times New Roman or Arial font.
- ☐ I used single or double-spacing for my paragraphs.
- ☐ I numbered each page of my business plan to match my Table of Contents.

Organization

- ☐ I used the section headers provided for the Table of Contents in my business plan.

File Format

- ☐ I converted my file to a PDF (10 MB or smaller).
- ☐ I named my PDF file using my team's business name. (*Example: CoolSmoothies.pdf*)

Submission

- ☐ I submitted the final version of my business plan PDF to my teacher, who will upload it to YouNoodle.

Helpful Tips

- Use spell check and grammar check to fix mistakes.
- Practice explaining your business idea out loud to make sure it's clear.



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