



New Member Planning Guidelines

Business Plan – Work with an experienced professional such as SCORE to develop a detailed business plan. Determine business legal structure, insurance and licensing requirements, product development, packaging, labeling, cost of production, pricing, marketing plan, etc.

Facility Plan – Work with Artisan Exchange to determine appropriate facility usage – Commercial Kitchen Rental vs. Production Kitchen Rental.

- If Commercial Kitchen Rental, determine appropriate scheduling based on days and times needed/available
- If Production Kitchen Rental, then develop plans for space layout, fit out requirements for utilities and other work to prepare your space for occupancy:
 1. Work with AE Facilities Manager to develop initial sketch plans and determine utility needs such as electric, gas, plumbing, ventilation.
 2. Obtain Construction Estimates from AE approved contractors for required fit out expenses.
 3. Review Business Plan Budget for Equipment Costs, Fit Out Costs, other Start Up Costs
 4. Hire Architect or Professional Engineer if necessary to prepare plans for Township Building Permit. AE can recommend an Architect who knows the facility well.
 5. Obtain Township Building Permit if needed.
 6. Hire AE Approved Contractors to do necessary work.
 7. Move in to Artisan Exchange!

Licensing Plan – Work with Artisan Exchange to determine Product Line and licensing requirements

1. Wholesale Production – PA Department of Agriculture
2. Retail Sale / Catering / Commissary – Chester County Health Department

Insurance Plan – Work with Artisan Exchange and other Professionals to obtain required Insurance coverage for Business Liability and Product Liability.

Marketing Plan – Work with Artisan Exchange to gain necessary approvals for inclusion in Artisan Exchange Wholesale Distribution System and Saturday Artisan Exchange Market