

ACCESS START-UP CHECKLIST

*Some of the following areas will apply to your community situation and some will not.
The order will always depend on your specific situation.*

- Community ascertainment
- Renegotiation
- Initiators or seed board
- Articles of incorporation
- Bylaws
- Management structure -nonprofit 501(c)3 status, P., E., & G.
- Board selection/election/appointments
- Access consultant
- Access plan if RFP
- Establish board committees
- Job descriptions
- Executive Director search
- Interviews and selection of Director
- Develop current and projected budgets
- Develop mission, rules and procedures
- Create forms and releases
- Long and short range planning
- Insurance
- Design training workshops
- Site search and negotiation
- Facility design
- Contractor selection and negotiation
- Renovation
- Equipment selection, bid, negotiation and installation
- Opening celebration