

## **Steps for Launching your Local Small Business or Economic Development Task Force:**

1. **Define the problem: COVID-19 Small Business Response**
2. **Define the outcome:**
  - a. Create inbound/outbound communication channel(s) for local small business owners
  - b. Establish a central location and system for resource banking
  - c. Devise strategies and solutions for the short, medium, and long term
3. **Enlist local task force agents (see below)**
  - a. Define roles and responsibilities:
    - i. Assign lead points of contact for regional/state agencies
    - ii. Assign lead contact for Regional Weekly Solutions Call
    - iii. Assign agent(s) to manage communications
    - iv. Assign agents to tasks as defined by the group
  - b. Define communication channels, expectations, and chain of command
4. **Start a local Business Support Facebook Group**
  - a. Assign task force and volunteers to act as moderators
  - b. Encourage local business owners to field questions and conversations there
  - c. Here are some examples of how others are managing their FB groups:
    - i. [Support SW CO Business Group](#)
    - ii. [Grand Valley Business Support](#)
5. **Use open access, Google Sheets to collect data and feedback on key topics**
  - a. Offer a [Google Drive training](#) for participants
6. **Schedule regular debrief meetings**
  - a. Assign a meeting facilitator
  - b. Assign a meeting recorder
  - c. Manage the process
  - d. Ensure communication channels are well defined and working
  - e. Update on regional/state/federal leads, policies, solutions
7. **Begin to map and assess priorities within manageable timeframes for short, medium, and long term.**

### **#3 continued**

**When enlisting your local stakeholders, consider a mix of these critical roles:** county commissioners, county manager, city managers, city council representatives, community development officials, economic development officials, chamber of commerce directors, SBDC satellite representatives, other business support organizations, bankers, loan officers, insurance experts, community foundation representatives, and LOCAL BUSINESS OWNERS!

**For anyone needing additional assistance setting up a regional task force, please contact:**

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