

**Entrepreneurship Advice Information Form**

**Please complete this form in Word format NOT PDF!!!, as it provides key information about you and your business idea, required by the Business Advisors to review and discuss your journey and to monitor progress.**

**MANDATORY – COMPLETE ALL QUESTIONS**

**Title:** Choose an item.

**Name on passport:** Click or tap here to enter text.

**Other name known by:** Click or tap here to enter text.

**Status:** Choose an item.

**Are you on a Tier 4 or Tier 2 visa:** Choose an item.

**When does your visa run out: 21/04/2018**

**What is your enquiry for:** Choose an item.

**Student number:** Click or tap here to enter text.

**University e-mail address:** Click or tap here to enter text.

**Personal/other e-mail address:** Click or tap here to enter text.

**Contact telephone number:** Click or tap here to enter text.

**Course name (i.e BA History):** Click or tap here to enter text.

**Year of graduation:** Choose an item.

**University department:** Choose an item.

**Faculty Name:** Choose an item.

**How did you find UCL Innovation and Enterprise:** Choose an item.

**Is this your first business venture:** Choose an item.

**What stage is the business venture at:** Choose an item.

**Have you registered a company for the business:** Choose an item.

**Are you a solo founder or team:** Choose an item.

**If you have a team, how many co-founders:** Choose an item.

**What business sector are you in:** Choose an item.

**What industry sector are you in:** Choose an item.

**What are the skills and strengths you/your team have or are missing and need?**

**Industry expertise:** Choose an item.

**Sales expertise:** Choose an item.

**Marketing expertise:** Choose an item.

**Web Development:** Choose an item.

**Engineering expertise:** Choose an item.

**Mobile app development:** Choose an item.

**Strategy and planning:** Choose an item.

**Accounting / Finance:** Choose an item.

**Design:** Choose an item.

**Pitching/presenting:** Choose an item.

**Research skills:** Choose an item.

**Legal expertise:** Choose an item.

**Provide a short and concise description of your business venture in no more than 250 words?**

Click here to enter text.

**Have you done anything entrepreneurial before or made/organised/sold something?**This can be selling sweets at school, lemonade stand, organised a big event? Provide details.

|  |
| --- |
|  |

**Guidance needed?**What do you hope to gain from meeting with a Business Advisor?

|  |
| --- |
|  |

**Idea and Venture Information**

**Even if your business is at a very early stage, filling in this section as best you can will be useful in developing your idea.**

**Business details** (complete if applicable)

Company name: Click or tap here to enter text.

Date Registered: **17/08/2017**

**Why are you doing this idea?**What’s the origin story behind this idea? How did you come up with this idea? How is your experience relevant to the idea?

|  |
| --- |
|  |

**Problem/Solution Fit**What problem is your business aiming to solve and how does this solution work to do this? Is it a real problem or your personal opinion!!!

|  |
| --- |
|  |

**Validation and Progress**How much validation have you done to prove people want your product/service? How much do people care about the problem you’re solving? How have you proved this is a problem people care about?

|  |
| --- |
|  |

**Market Research**
Have you done any primary or secondary research? Who are your target customers? How big is your market potential? Who are your competitors (direct and indirect)? How many other people have this problem, provide evidence?

|  |
| --- |
|  |

**What’s the value of your product/service?**
What is your USP? What makes you different from competitors? Think benefits not features!

|  |
| --- |
|  |

**Generating demand**

How are you going to generate demand for your product or service? What are the channels to your customers? Just listing social media or will go viral through word of mouth does not cut it!!!

|  |
| --- |
|  |

**Business model**

Please describe how you intend to generate revenue, price and distribute your product or service?

|  |
| --- |
|  |

**Team**
Please describe the roles of the various team members if applicable?

|  |
| --- |
|  |

**Funding and resource requirements**

How will your venture be funded? How much funding do you need? What else do you need to get your business established?

|  |
| --- |
|  |

**Any meeting arranged with the Business Acceleration team will be held at Base KX unless specified. Base KX is located at 103c Camley Street, Kings Cross, Camden, London N1C 4PF.**

**Data Protection**: By submitting this form, you consent to the UCL holding and processing your data for the purposes of assisting in the development of your business idea. Unless you have told us otherwise, we will also put your details in our contacts list. This data will be held and processed in accordance with the Data Protection Act 1998 and will not be retained for any longer than is necessary.

**FOR OFFICE USE ONLY**

**Are there any co-founders from UCL in team?** Choose an item. **How many?** Choose an item.

**Add names of Co-founders:**

**Co-founder 1** Click here to enter text.

**Co-founder 2** Click here to enter text.

**Co-founder 3** Click here to enter text.

**Co-founder 4** Click here to enter text.

**Business Acceleration Triage Officer Assessment**

Based on the first assessment meeting, use your knowledge and experience to assess and score:

**What stage is the business venture at?** Choose an item.

**Does the problem/solution fit seem viable, have they a value proposition?** Choose an item.

**Do they have a viable Business Model?** Choose an item.

**Have they undertaken any market research or user testing?** Choose an item.

**Do they know and understand their competitors?** Choose an item.

**Total Score:** Choose an item.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date** | **Advisor** | **Sufficient Progress** | **NOTES / NEXT STEPS** |
| **31/08/2017** | Choose an item. |  |  |
| **10/09/2017** | Choose an item. |  |  |