

Upcoming Workshops and News

Small Business Assistance Info Session

Wednesday, September 7, 9:00 a.m. - 10:00 a.m. Free for all. Presented by City of Cambridge. This workshop will be held at Cambridge City Hall Annex, 344 Broadway, Cambridge.

Staff from Economic Development Division will discuss the variety of programs that the City offers to residents and business owners interested in starting or growing a business. Learn about future workshops and commercial programs available.



Steps to Starting Your Own Business

Thursday, September 22, 6:00 p.m. - 8:00 p.m. Free for Cambridge eligible residents and business owners, \$20 for others.

Presented by Center for Women and Enterprise. This workshop will be held at Cambridge City Hall Annex, 344 Broadway, Cambridge. This workshop is ideal for those in the early stages of starting a business or those

thinking about owning a business. Topics include: legal structure, choosing a name and identity, obtaining an employer identification number, licenses and permits, insurance and much more!

Intro to QuickBooks Boot Camp



Tuesday, September 27, 9:00 a.m. - 5:00 p.m., Free for eligible Cambridge residents and business owners, \$100 for others. Presented by the Center for Women and Enterprise. This workshop will be held at the Center for Women and Enterprise Offices, 24 School Street, 7th floor, Boston, MA.

This intensive, one-day course will cover how to set up and maintain a financial and bookkeeping system using QuickBooks. This workshop will also cover how to enter data from non QuickBooks point of sales systems, enter and pay bills, run and understand basic financial statements and run reporting features that are needed to make day-to-day financial decisions. Computers will be provided but participants are encouraged to bring their own, with QuickBooks software.

Best Retail Practices Workshop

Wednesday, September 28, 8:30 a.m. - 11:30 a.m. Free for all interested Cambridge retailers, restaurant owners and storefront service businesses. This workshop is presented by NELSON and Clair Stone Communications. This workshop will be held at Cambridge City Hall Annex, 344 Broadway.

Expert retail consultants will work with participants, sharing best practices in retail interior design, marketing and advertising. Businesses will also learn about eligibility for Part 2, One-to-One In-Store Consultations and Part 3, Grant Program and the application process for both. Pre-registration is required!

[More Upcoming Workshops at the Annex...](#)

Quick Links

[Economic Development Division](#)

[Workshop Calendar](#)

- [Purchasing with the City of Cambridge](#) - October 17, 6:30 pm. - 7:30 p.m.
- [Record Keeping for Your Business](#) - October 20, 8:30 a.m. - 10:30 a.m.
- [Become a Vendor with the State - Tips & Tools from the State's Supplier and Diversity Office](#) - October 26, 10:00 a.m. - 12:00 p.m.

Around the Squares - Upcoming Events

Check out some great events around the City this summer and save the date for a few annual fall events!

Inman Square hosts [Inman Funch](#) Thursdays in August from 12pm-2pm in Velluici Plaza (intersection of Cambridge and Hampshire Streets). Grab your lunch and enjoy activities like zumba, yoga and live music. Stop by **Inman Square's Movie Night** on Thursday, August 18th at the East Cambridge Savings Bank Parking Lot (1378 Cambridge St.). Live music begins at 7:00 p.m before the movie and local stores offer discounts.

In **East Cambridge**, the **East End House** is having their [Summer Block Party](#) on Wednesday, August 17th from 6:30pm-8:30pm. Save the date for the delicious [East Cambridge Rib Fest](#) which will be held Sunday, October 9th from 12pm-4pm along Cambridge Street.

Kendall Square is hosting its first [Movie Night](#) on Thursday, September 1st at 500 Technology Square. A live performance begins at 7:00pm before the movie.

This August **Central Square** is hosting [CentralSw!ngs](#), a month long series of concerts on Thursdays from 5pm-7pm at Jill Brown-Rhone Park (corner of Main and Mass Ave).

Lastly, save the dates for two of **Harvard Square's** annual fall events! Sunday, September 18th for the [3rd Annual Urban-Ag Fair](#) from 11:00am - 5:00pm and the **32nd Annual Oktoberfest and Honk Festival** on Sunday, October 2nd.

To pre-register for these workshops please contact Rona Holmes at 617-349-4637 or rholmes@cambridgema.gov or Pardis Saffari at 617-349-4654 or psaffari@cambridgema.gov.