

City of Cambridge Economic Development Division Newsletter

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Hello from the Economic Development Division!

This newsletter provides information on upcoming workshops and events here in Cambridge.

Upcoming Workshops

Commercial Lending Event

Interested in finding out about the current lending market? Want to learn more about what Cambridge local banks have to offer? At this event you will hear from representatives from Cambridge Savings Bank, East Cambridge Savings Bank and Cambridge Trust Company on their current commercial lending services. After a brief presentation you will be able to network with the bank representatives about ways to sustain and grow your business.

Date: Thursday, November 13, 2008

Time: 8:00 A.M. to 9:30 A.M.

Location: Cambridge City Hall Annex, 344 Broadway, 2nd floor Community Room.

Cost: Free.

Pre-registration is recommended. Contact Rona Holmes at 617-349-4637, rholmes@cambridgema.gov.

Record Keeping For Small Businesses

Participants will learn what records should be kept, accounting definitions, understanding accounting methods and bookkeeping systems and which are best for their business, how to set up a bookkeeping system, how to read the basics of financial statements, and how to choose an accountant/CPA.

Date: Tuesday, November 18, 2008

Time: 8:00 A.M. to 10:00 A.M.

Location: Cambridge City Hall Annex, 344 Broadway, 2nd floor Community Room.

Cost: Free for eligible Cambridge residents and business owners, \$35 for others.

Pre-registration is recommended. Contact Rona Holmes at 617-349-4637, rholmes@cambridgema.gov.

Business Literacy Workshop

Participants will discuss the importance of cash flow and financial management for a small business owner. The workshop will discuss cash flow management, small business investment and a brief tutorial on the QuickBooks accounting program.

Date: Tuesday, December 16, 2008

Time: 8:00 A.M. to 10:00 A.M.

Location: Cambridge City Hall Annex, 344 Broadway, 2nd floor Community Room.
Cost: Free for eligible Cambridge residents and business owners. \$35 for others.
Pre-registration is recommended. Contact Rona Holmes at 617-349-4637,
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Holiday Happenings in Cambridge

Save the date for these great events happening around our Squares this holiday season! For more information, follow the links.

Harvard Square

Sparkle Fest Kick Off Event - November 29th
Everybody Loves Latkes Party - December 20th

Inman Square

Shop Inman By Moonlight - December 11th

Kendall Square

Holiday on Ice Show - December 13th

Mass Ave & Porter Square

Midnight Madness on Mass Ave - December 13th

Throughout Town - Think Local, Thank Local Event

Participate in Cambridge Local First's Think Local, Thank Local event from
November 16-November 23rd.

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