

**BUSINESS TECHNOLOGY CENTER (BTC)  
APPLICATION FOR ADMISSION**

**THE BTC APPLICATION PROCESS CONSISTS OF FOUR BASIC STEPS**

1. Submission of completed Business Technology Center Application, your business plan, and current financial statement.
2. Review of Business Plan by BTC Staff and acceptance by Entrance Committee.
3. Tour of the facility
4. Interview with staff and advisors.

You will be contacted within two weeks of application submittal. Should you have any questions, please contact a staff member at (626) 296-6304, or email info@labtc.org.

**Please submit this application and the above referenced information to:**

Business Technology Center  
Attn: Entrance Committee  
2400 N. Lincoln Avenue  
Altadena, California 91001

**Please note that completion of this process does not guarantee admission to the BTC.**

**APPLICANT INFORMATION**

Business Name:	Telephone Number:
Applicant Name:	Fax Number:
Address:	E-Mail:
City, State Zip:	Web Site:

**BUSINESS PLAN**

Date business plan completed and/or most recent update:

**COMPANY PRINCIPALS**

Chairman:	Telephone:
	Fax:
	E-Mail:
President / CEO:	Telephone:
	Fax:
	E-Mail:

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**EMPLOYMENT INFORMATION**

Is the business currently in full-time operation? Yes:  No:

If yes, date company founded:

If no, who is your current employer?

Who was your previous employer?

Do you currently have a business license? Yes:  No:

If yes, City of business license and license number:

**BUSINESS / MANAGEMENT EXPERIENCE**

Please describe your company's product and/or service and your experience in the discipline. (Attach résumé if available):

List the names and titles of any partners, officers and key personnel which make up the company's management team, Advisory Board and Board of Directors (attach résumés if available):

If résumés are not available, describe key members' qualifications:

Describe your expectations/objective for incubator affiliation:

Describe the major concerns for your company's future:

Please list any professional organization membership(s):

List any university affiliation:

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**PRODUCT/SERVICE INFORMATION**

**Briefly discuss the following:**

What product is your company developing? Why does this product make sense at this time?

Have you priced your product? How did you determine price?

What are the applications of your product?

What are your competitor's barriers to entry?

What do you perceive as your competitive market advantage?

What are the major identified markets and distribution avenues of your product?

Summarize your market's potential and expected market niche:

What distribution channels have you identified?

What legal protections do you have or will your company need? (e.g. patents, copyrights, trademarks):

What is your company's timetable for completing product research and development activities?

If a prototype does not exist, will you need assistance in its development? Yes:  No:

How much funding has the company received to date and from what sources?

What are the sources of capital that will be used to achieve your business goals during the next 12 months?

Do you have a Board of Directors? Advisory Board? Provide names and contact information.

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**PRODUCT/SERVICE INFORMATION**

Who do you utilize for the following services?

Legal:

Accounting:

Lender/Bank:

Other Professional Advisors:

**FACILITY AND SERVICE NEEDS**

Describe your current facilities; include square footage and location:

Current space needs/Sq footage for offices?

For Other?

Projected space needs (2 yrs) Sq. footage, for offices?

For Other?

Current number of employees:

Projected number of employees in 2 years:

What types of services do you foresee your company needing? Accounting:  Marketing:

Research:  Business Plan:  Office Equipment:  Conference Rooms:  E-Mail:

Secretarial Services:  Management Assistance:  CD Video Projector:

Other:

**OTHER RELEVANT INFORMATION**

Is there any other information about you and/or your business that would be useful for us to know?

Please add additional sheet if necessary.