

How to Name a Business (Checklist)

1.	Brainstorm □	
	a.	Meet with team members and share ideas \square
	b.	Think about what your company stands for \Box
	c.	Write down anything that comes to mind \square
2.	Search Names □	
	a.	Google the name(s) you like \square
	b.	Search the U.S. Patent and Trademark database $\hfill\Box$
	c.	Search your state business directory \square
3.	Test Name Options □	
	a.	Send out surveys □
	b.	Take a poll among your employees \square
4.	Trade	mark the Name □
	a.	File for a trademark with the U.S. Patent and Trademark Office
	b.	Pay the trademark application fee \square
5.	Register the Name with Your State \square	
	a.	Contact your state small business office \square
	b.	Fill out the appropriate name registration form \square
	c.	Pay the name registration fee \square
6.	Start Marketing □	
	a.	Get a logo □
	b.	Set up a website \square
	c.	Create promotional materials \square