

RURAL LLSC



Digital Tools for Small Business During COVID19

April 19, 2020

Please Contribute to this Checklist!

Go to <u>www.dolgindm.com/covid19tools</u> to get these slides and a link to a working Google Doc with updated business plans and checklist items.

To contact us directly:

- Sam Dolgin-Gardner, CEO, Dolgin Digital Media
 <u>Sam@DolginDM.com</u>
- Amanda Blondeau, Business Services Director, Northern Initiatives
 <u>Ablondeau@northerninitiatives.org</u>

1. Can you safely conduct operations during COVID-19?

Yes

No

<u>"Agility is the new growth"</u> -Matthieu Pellerin, Head of Google's Growth Lab



Great! Make sure your customers know.

- Your Website
- Your Email List
- Your Social Media
- Google/Yelp listings
- Local News Media
- Sign on the door

We need financial support

- 1. Turn to your local business orgs for roundups of resources. EXAMPLE: <u>https://www.ceimaine.org/covid-19-resources-for-businesses/</u>
- 2. The Small Business Administration has a good resource center: <u>https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resour</u> <u>ces</u>
- 3. So does the US Chamber of Commerce: https://www.uschamber.com/co/small-business-coronavirus
- 4. Facebook is offering \$100M in Cash Grants and Ad Credits https://www.facebook.com/business/boost/grants?ref=eml
- 5. Google is offering \$800M in support, mostly as Ad Credits: <u>https://www.blog.google/inside-google/company-announcements/commitment-suppor</u> <u>t-small-businesses-and-crisis-response-covid-19/</u>

1. Can you safely conduct operations during COVID-19?

Yes, but...

We need to move to remote work

- If you'd like to do a one-on-one video chat, interactive webinar or conference call, Zoom is currently the most popular. Alternatives include Google Hangouts and Cisco Webex. Free options include Skype, WhatsApp, FaceTime, Facebook Messenger
 - a. https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials
- 2. Here's a guide to setting up Facebook Live, which is the easiest free web broadcasting software to learn. Facebook Live is great if you want to broadcast to 20+ people (e.g. Yoga Class, Musical Performance). Your viewers can respond with comments. <u>https://www.facebook.com/facebookmedia/solutions/facebook-live</u>
- If you're broadcasting to a very large audience (100+ ppl), you might also consider livestreaming on YouTube. It takes a bit more time to set up than Facebook, but gives you more flexibility. Here's a how-to: <u>https://support.google.com/youtube/topic/9257891</u>
- 4. If your business model involves talking with large groups of people (theater, classes, place of worship, etc.), consider investing in a quality livestreaming setup. You'll appreciate the investment even after the crisis. Here's an entry-level professional setup: <u>https://www.youtube.com/watch?v=WLDzccnCH2M&feature=youtu.be</u>
 - a. There are lots of great guides on how to setup livestreams at churches: <u>https://www.youtube.com/watch?v=jWzRqf73zzg</u>
 - b. <u>https://www.boxcast.com/blog/the-best-live-video-streaming-equipment-for-your-ministry</u>

Basic Livestream Setup:

Tripod, Light, Mic + Smartphone Cost: <\$100 + Smartphone



Advanced Livestream Setup

HDMI Video Camera, Encoder, Dedicated Laptop, Lights, Mics, etc. Cost \$1500+



Your Website

If your business doesn't have a website

- 1. You don't necessarily have to start one now. A Facebook page can do 70% of the work of a website for "free." You can showcase products and services, communicate with customers and update basic business information like hours of operations.
- 2. If you want to start one now and DIY, consider Squarespace, Wix or Shopify. Cost is ~\$150-250/year.
- 3. If you want to start now and hire someone to do it, expect to spend \$2,500-10,000 depending on complexity and speed. You'll probably be doing much of the work of developing site content as well.

If your business has a website

- 1. Are you updating the front page with information on your COVID-19 response?
- 2. Is the contact information, hours of operations, etc. up to date?
- 3. If anything is unavailable or delayed due to COVID-19, is that clearly noted?

Your Email List

If your business doesn't have an email list

- 1. Now is the time to start one! You can start with your personal email contact list remember to check it manually
- 2. Pricing based on # of contacts and features. Mailchimp is free up to 2000 contacts.

If your business has an email list

- 1. Figure out a rhythm for updating on COVID-19 response
- 2. Be sure to include calls-to-action for things your customers can do during COVID-19
- 3. Check your analytic reports to see what's engaging your readers

Your Social Media

If your business doesn't have a social media account

- Start by setting up a Facebook business page, separate from your personal account. If you produce lots of photos/images, try Instagram. If you have to rapidly update people with your status or are in public affairs, try Twitter. If you produce lots of written words, try Medium. <u>https://www.facebook.com/business/pages/set-up</u>
- 2. If you primarily focus on B2B, create a LinkedIn Page for your business https://www.linkedin.com/company/setup/new/

If you already have social media accounts

- 1. Are you making regular posts on the status of the business during shut-down?
- 2. Are you responding to messages and comments promptly?
- 3. What kind of feedback are you getting? Can you get your regular customers to post on your page?
- 4. Look at your analytics to see what type of posts are most popular
- 5. Apply for Facebook and Google ad grants

Google/Yelp

If you haven't taken control of your business's listing on Google and Yelp, do it now:

- 1. <u>https://www.google.com/intl/en_us/business/</u>
- 2. https://biz.yelp.com/

If you have control

- 1. Make sure your contact information and hours are up to date
- 2. Respond to a few reviews to make sure people know you're active on the site

2. Communicating with Customers Google/Yelp

www.lyndigospice.com *

Lyndigo Spice®

Official Lyndigo Spice website featuring all natural small batch chutneys, relishes, fruit spreads and spice blends to shop from. Lyndigo Spice, Full of Flavor with ...

Products

Seasonal ingredients are sourced from local farms to give the ...

About the Owner Hey there, I'm Celeste and my love

for Ethnic food, especially ...

See all locations Whole Foods Ink Block. 348 Harrison Ave Boston, MA 02118

More results from lyndigospice.com »

Chutney

"All recipes are made locally in the Boston area in small batches ...

Recipes

Lyndigo Spice® Dipping Sauce with Sweet Potato Chips. Have ...

Gift Sets

Spring 2020 discount. Free shipping on all orders through ...

www.facebook.com > ... > Specialty Grocery Store *

Lyndigo Spice, LLC - 1,974 Photos - 14 Reviews - Specialty ...

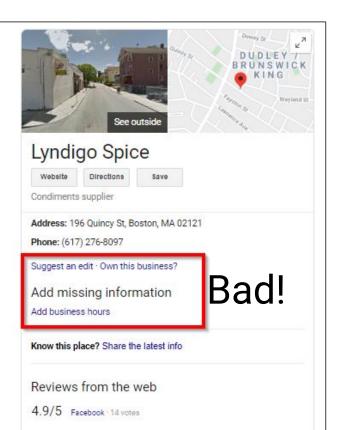
Lyndigo Spice, LLC - 196 Quincy Street, Boston, Massachusetts 02121 - Rated 4.9 based on 14 Reviews "I'm just so in love with these chutneys. The flavors...

* * * * * Rating: 4.9 - 14 votes

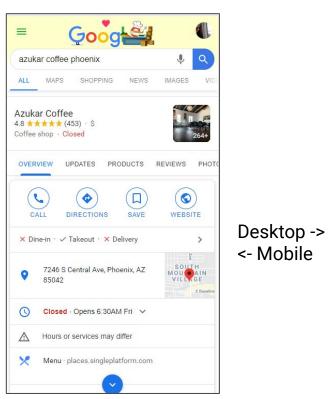
www.baystatebanner.com > 2015/05/11 > lyndigo-spice 👻

Lyndigo Spice - The Bay State Banner

May 11, 2015 - Lyndigo Spice's line of products are full of flavor with a spicy attitude! Offering



2. Communicating with Customers Google/Yelp Good!



www.facebook.com > ... > Coffee Shop + Azukar Coffee - Home | Facebook

Azukar Coffee - 7246 South Central Avenue, Phoenix, Arizona 85042 - Rated 5 based on 142 Reviews "We **P Azukar**; great coffee, beautiful artwork. It's a... * * * * Rating: 5 - 142 votes

www.yelp.com - Restaurants - Breakfast & Brunch * Azukar Coffee - 167 Photos & 118 Reviews - Coffee & Tea ...

118 reviews of Azukar Coffee "The cutest little coffee shop in South Phoenix. There is so much love and culture that goes into the coffee. I got the cold new ... ***** Rating: 5 - 117 reviews - Price range: Under \$10

www.phoenixnewtimes.com > restaurants > azukar-coff... ▼ Azukar Brings Really Good Mexican-Inspired Coffee to South ...

Nov 7, 2017 - It's Saturday morning in south Phoenix and the air smells of freshly brewed coffee inside Azukar Coffee. The coffee shop is filled with ...

www.menupix.com > Phoenix > Phoenix > Phoenix *

Online Menu of Azukar Coffee, Phoenix, AZ - MenuPix

View the menu for Azukar Coffee and restaurants in Phoenix, AZ. See restaurant menus, reviews, hours, photos, maps and directions.

***** Rating: 5 - 2 votes - Price range: (\$)

laphoenikera.com > azukar 🔻

Azukar Coffee Opens in South Phoenix and ... - La Phoenikera

Azukar Coffee Opens in South Phoenix and You'll be in Mexican Heaven. August 18, 2017; Nuvia Enriquezi. Sandra Flores considers herself an "inbetweener.

places.singleplatform.com > azukar-coffee > menu *

Menus for Azukar Coffee - Phoenix - SinglePlatform

Azukar Coffee. Call Menu Info. 7246 S Central Ave. Phoenix, AZ 85042. Uber. MORE PHOTOS. Menu. Lattes. Lattes, Iced Teas, Coffee, Fizzer, Breakfast.

www.tripadvisor.com > ... > Phoenix > Phoenix Restaurants

Azukar Coffee, Phoenix - Restaurant Reviews, Photos ...

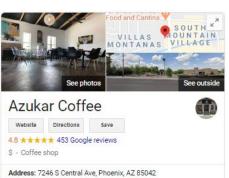
Azukar Coffee, Phoenix: See 7 unbiased reviews of Azukar Coffee, rated 5 of 5 on Tripadvisor and ranked #834 of 3212 restaurants in Phoenix.

azbigmedia.com > Lifestyle > Restaurants *

Azukar Coffee keeps South Phoenix running | AZ Big Media

Oct 1, 2019 - Azukar is a "mom-and-pop" shop run by Norberto and Sandra Flores, a husband and wife who saw a need for a space like it in the community.

www.restaurantii.com, phoenix, azukar.coffee, -



Hours: Closed - Opens 6:30AM Fri -∧ Hours or services may differ Menu: places.singleplatform.com Phone: (602) 268-3017 Suggest an edit Know this place? Share the latest info Products View all Dulce Miel \$5.25 Thursdays \$ Popular times @

Plan your visit

Local Media

Do you have a relationship with local reporters?

- 1. If not, Twitter and LinkedIn are the best places to find them. Go ahead and reach out and let them know your story.
- 2. Most mid-size markets have a "Biz Journal." They do quality local reporting. Support them and reach out!

If you already have a relationship

- 1. Reach out and let them know what you're doing free advertising!
- 2. If you still have a decent revenue stream, consider this a good time to buy ads in local newspapers.

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The Front Door

Don't forget to hang an "Open for Curbside Service" or "Open on our website" sign prominently!







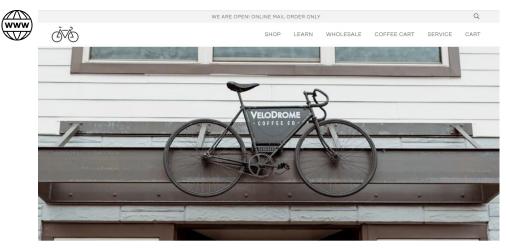


Going Virtual

- □ Stay connected with customers and staff
- Sell products and services online
- Host virtual meetings
- Get setup to accept digital payments



Leverage All Your Platforms





Velodrome Coffee Company Coffee Shop

Shop closed until further notice due to Covid-19 Online coffee bean orders available www.velodromecoffeecompany.com \sim

So to celebrate our partnership with Don Sabino Jesus, we're launching a limited release combol Your box will include a 12 oz bag of 2018 harvest natural process lot, a 12oz bag of 2019 harvest washed process, AND a 5 pack of our specialty instant coffee made using the 2019 washed harvest. Free shipping as always. Here's the thing... we only have 17 of these boxes available... and to ensure the freshest shipment for you, we will be roasting and shipping tomorrow! Again, 17 available, and 24 hours to order!

So if you're looking for a fun coffee experience to spice up your morning cup, look no further. Coffee nerds as well as the casual coffee drinker will surely appreciate this <u>limited release combol</u>



Get Creative With Online Offerings



-1

\$20.50

COFFEE SUBSCRIPTION

- Shipping schedule: 30 day frequency = 1st, 15 day frequency = 1st and 15th

* rotating coffee offering, roaster's choice *

NO NEED TO REORDER, NO HASSLE, AND NO MORE RUNNING OUT OF COFFEE!

*120Z / WHOLEBEAN ONLY



30 Days





Home / Cloth Masks & Supplies / Page 1 of 1

CLOTH MASKS & SUPPLIES

These items are on a 'pay what you can' model. We are offering this, because we want these items to be available to everyone. Shipping charged at checkout.



Free ♡



Mask - with elastic ear loops Free ♡

Handmade Drum Circle Cloth Mask - with Handmade Spring Bloom Cloth Mask -



f 🕅

Declare it Day

It's time to declare a goal that gets you feeling your very best and nudges you closer to your full potential.

Join us for Declare It Day - which kicks off on February 1, 2020 - and join thousands of other women across the country (and world!) in our annual day of goal setting. This year's theme is Brave Enough.



Want to know more about Declare It Day? Watch this video with Fellow Flowers founder Mel Charbonneau.

Ready to be a part of Declare It Day? Here's how:

- RSVP to our virtual Declare It Day 2020 event.

- Download a beautiful customizable declaration - PDF and .jpg formats are available





elastic ear loops

with elastic ear loops Free ♡

No E-Commerce. No Problem.

Queen City Running Company March 23 at 1:48 PM · 🕥

With the latest news from the Governor we want to let you all know that the shop will be closing starting tomorrow 😔

So what does that mean to you? We can still take orders and have curbside pickup, we can still ship for free anywhere in the Continental US, we can still help you out with a fit via Face time. If you need to place an order or set up a fitting please reach out to us at the new quarantine number 906-236-3605 or 906-236-0019.

We are going to do the best we can to ... See More





...

Crescent Moon of South Haven

I think I've got the hang of taking a selfie in a mirror now....playing dress up is more fun with my girls here! Here are a few outfits that we have in stock now. More descriptions about fit will be in the comments under each picture. Let me know if you are interested in any of them! We have free local delivery, \$8 flat rate shipping, or call us with any questions 200-501-1907





Kramerbooks & Afterwords Café 10 hrs · ③

If one thing is true over the past few days is that people still need real books! Thank you to everyone who has been coming by to pick up books, ordering book delivery, and sharing our info w/ your friends, followers, & family. The support has been monumental to us. Please see below for a few updates

•••••

Updated bookstore hours are 11am-6pm

.....

The bookstore is open for browsing w/ a limited amount of guests at a time. Sanitizer and gloves are given at the door. The café is temporarily closed but our new coffee bar in the bookstore is open.

Book Delivery in under an hour on the @postmates mobile app

Book pick-up and curbside pick-up – call the store 202-387-1400 or email books@kramers.com to place orders.



Pick Up & Delivery

...



Tomorrow we are back open for Take Out Only! We are taking precautions to protect our employees and the community, the health of everyone is our #1 priority right now!

How to place orders Phone: 269-224-6941 Online: TortiTaco.com & Delivery.com or the GrubHub App

If you do not feel comfortable going inside the restaurant, please call us and we will bring your food right out to you.

(p.s. we did some remodeling & took some items off the menu)





Because of the rapid growth in the use of Co-op Grocery Pickup, we need to fully train staff and make system improvements that will better serve you, our owners and customers. It will just be easier if we have the store to ourselves for a couple days!

Co-op Grocery Pickup has become an important solution during this time of national crisis. We appreciate your patience while we work to make our Webstore service more robust and functional for all of us. We are sorry for any inconvenience.

NOTICE **OF UPCOMING CLOSURES** AT THE CO-OP

Sunday, April 5 store closed curbside pickup available 8am-6pm

Sunday, April 12 Easter store and curbside pickup closed

Sunday, April 19 store closed curbside pickup available 8am-6pm

MFC Temporary **COVID-19 HOURS**

...

Store opens 10am-7pm daily

In-store Grocery Pickup 10am-7pm **Curbside Pickup** 8am-8:30pm

Senior & At-Risk Shopping 9-10am Wednesdays



Choose from a date night experience or a canvas only option. All supplies are included for painting. Canvas, paint, brushes, plate, and water cup. Join our live classes on Facebook nightly. Order today!

To-Go Canvas Painting

To-Go Wood Sign Making



Wood sign choices with stencils and all materials included. Order one for each family member or send one to a friend. Pick up, shipping and delivery available. Check out our tutorial videos on facebook



MORTHERN INITIATIVES Minitiate Money and Know How

Beyond Your Typical Carry Out



Help us spread the news and win a piece of Nipote's swag! One lucky friend will win a Nipote's hat or T-shirt! Just like, comment and share this post! We'll be drawing a winner Wednesday!

Prepared with love in our kitchen...baked and served in yours! While we are still doing your favorite traditional menu items for pick up 11-7:30 Tuesday-Saturday, we are also doing FAMILY SIZED MEALS that you can pick up and serve at home, like our take n bake lasagna or chicken and broccoli served with penne in a Parmesan cream sauce! Just give us one day's notice for the take n bake items!

ITALIAN KITCHEN	IPO1 AKE ENL	TE'S N BAKE J		
Prepared with love in our k	itchenb	aked and served in yours		
	231-72			
Pasta Bakes		Family Size Salads	100	
Chicken and Broccoli with Penne in a Parmesean		Tuscan Farmhouse	30	
Cream Sauce		Spinach with Burrata		
Penne Bolognese		Americano		
Spaghetti and Meatballs		Panzanella	24	
Lasagna		Half Loaf of Garlic Bread		
Vegetarian Lasagna		Share you	v experiences around the table with ust	
Please order one day in adva	nce	O #Nipo	tesTakeNBake	





Saturday at 5pm. It'll be fun y'all!

away prizes too!

100 100 100

Want to join but can't pick up a kit?!

...

.

Our \$5 cheese tasting kits are available today (FRIDAY) and tomorrow

(SATURDAY) between 1-3 outside our back door in our "drive thru" 🚙

Snag a kit and follow along for our LIVE virtual cheese 101 tasting this

Plan on tuning in and make your own board, get creative! I'll be giving

...

Teal Lake Pizzeria

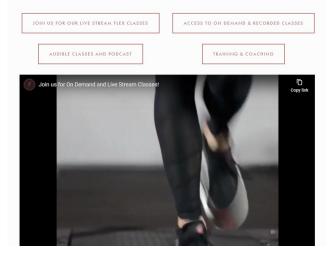
We are offering Grocery Grab Bags-1/2 gallon 2% milk, 1/2 gallon orange juice, 4 Fuji apples, 4 bananas. 4 oranges. 4 Idaho baking potatoes, One head iceberg lettuce, 1/2 lb. grape tomatoes, 1 pound hormel bacon, 1 dozen eggs, 28 ounce loaf white bread. 1 roll paper towel, 2 rolls toilet paper. \$30.00 plus tax on paper products. Delivery available for \$3.00 extra.



Live & On Demand Offerings

WELCOME TO FORMULA

Due to the coronavirus pandemic, our studio will remain closed until April 30th. But that doesn't mean we won't be running and working our bods in the meantime! Check out our virtual and audible class options, and consider virtual personal training, health coaching, and run coaching with us!





Survival

Colorado Enterprise Fund April 13 at 11:50 AM · G

Join our virtual #smallbusiness round table tomorrow and hear tips and real examples on how to adapt your business and engage in "survival marketing" from Knotty Tie Co., Dry Land Distillers, Blue Skies Massage Therapy Clinic, and Petit Parker + Co. Register for free via the link in the event details.

#smallbusinesstips #smallbiz #covid19 #coronavirus #thenewnormal #marketing #businesstips #freeevent #virtualmeetings #virtualevent #freeevent #finance #tiptuesday #startup #re... See More

CEF Small Business Marketing Tuesday, April 14 11:00 AM - 12:00 PM During COVID-19

enterprise fund

Round Table

TUE APR 14

Survival Marketing During Covid-19: CEF Small Biz Roundtable Denver, CO Other

1 Interested



...

Kent District Library was live. 1 hr · O



...

Time to get crafty with Miss Courtnei!



4 Comments 403 Views

NORTHERN INITIATIVES **Minitiate**

Creating Community. Supporting Others.



FYT Health Foods is at FYT Health Foods. March 22 at 10:43 AM · Traverse City, MI · 🚱

•••

Hey everyone!

Head on over to www.fuelyourtomorrow.com/covid-19 for our Buy One Give One Meals!

Order your meals.

Choose a person or family to donate to or we give to a person or family we know is in need.

We contact chosen person or family.

#Coronavirus #covid19 #buyonegiveone #supportlocal #community @ FYT Health Foods

BUY ONE, GIVE ONE!

Big ol' Breakfast Burritos lalepeno, Egg. Porato & Cheese (4 Pack, \$40)

Bacon, Sweet Ponto & Cheese (4 Pack, \$40) **Turkey Burgors** Spinach, Fera (4 Pack, \$40) Cheddar, Jalepeno (4 Pack, \$40)

Pot Pies Herbed Chicken (\$11 each) Loaded Veorgie (\$11 each)

Immune Boosters

Kale, Quinoa, & 48 Hour Chicken Soup (\$ Berry Turmeric Oatmeal Bowl (\$12) Carrot, Ginger, Turmeric Jusce Shot (\$8)

ORDER NOW!



1.

We contact chosen person or family.



Queen Creek Running Company, LLC

A brief update on our push to try and support our local community in our own way. We are donating a portion of our proceeds to gift cards to be purchased from our local businesses whom have been affected by this COVID virus. It's just a small dent in the big picture, but with all our help, we can do some damage. Consider, if you can, buying a decal! Then sport it proudly





...





Sponsor a Shirt \$10.00

ADD TO CART

Thank you for meeting us in this moment and helping to lift up those serving on the front lines!

Our Stronger Together collection is designed to support our heroes, and we are offering a new way to get shirts with a powerful message — Shows up. Loves hard. — to them.

By sponsoring one or more shirts, you are giving Fellow Flowers the opportunity to send a symbol of support and encouragement to nurses, doctors, essential workers and others serving so courageously and selflessly.

All we ask of you is to indicate the quantity of shirts you would like to sponsor. We'll take care of the rest and get the shirts to women and men on the front lines. For your records, please note Fellow Flowers is recording all sponsored shirts as purchases, not donations. With this purchase, you are giving Fellow Flowers discretion to send out on behalf of our community.

We thank you for your generosity!



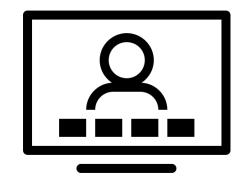
Digital Payments

- Simple card readers like Square
- Send online invoices
- Local banks
- Understand the rates & fees

We are applying 2 new temporary practices to our business: 1) We will only offer to-go options. 2) We will not accept cash as payment, only card or contactless.

Stay Connected With Your Team

- Many of the same tools
- Centralized way to share information & track projects
- Regular meetings
- Communicate & communicate again
- Check in with staff individually
- Utilize video



:	Jared's Projects ~ ① む o Set status
-	List Board Timeline Calendar Progress Forms More
+	Add Task 🗸
Task	name
·	Initiate
	 Upload webinar and associate text to Initiate 2 D
	$\bigcirc\;$ Reconcile Initiate and Salesforce to make sure the match (recurring task)
·	Customers
Ŧ	MMTC/CSG
٠	⊘ Office Lean Video to Portal 2 □
•	Admin

Submit timesheet and send signed copy to Amanda

COVID-19 RESPONSE UPDATE -DAILY AGENDA

Meeting information for the deily COVID-19 check ins: https://zoom.us///99796546546456895673?pwd=e46546546546546546DRwS1NKem9ZVzhoZz09

Meeting ID: 94564697 96465489 54564673 Password: 11164564654727

One tap mobile +13126266799,,997968954564564673# US (Chicago)

- Dial by your location +1 929 444 2866 US (New York)
 - +1 312 666 6799 US (Chicago)
- Key Resource Links:
- 1. <u>COVID-19 Outreach List</u> that we are using for track outreach, deferrals, and express loans
- COVID-19 TIME TRACKING update time spent on the COVID-19 efforts weekly
 Time allocation can be found at: S:\Funders and Grants\Grant Matrix (allocation 1 for
 4pm meeting)

COVID 19 Payment Deferrals

4. COVID 19 Express Loans

5. Federal & State Programs for COVID-19 saved at: L:\COVID 19 Programs



Small Business Resources for COVID-19

- <u>Projecting Cash Flow Needs In Times of Uncertainty: A Business Case Study</u>
- <u>Tips For Leveraging Technology During COVID-19</u>
- <u>Tips For Managing Employees During COVID-19</u>
- Tips For Restaurants In Response To COVID-19
- <u>Tips For Retailers In Response To COVID-19</u>
- <u>Maintaining Manufacturing in Light of COVID-19</u>
- Social Distancing in the Workplace



Questions?