

The Intermountain Region Outfitter/Guide Business Plan

In Response to the Outfitter/Guide Prospectus for the Ruby Mountains, Austin & Tonopah Ranger Districts

Name of Company _____

Address _____

Company Contact _____

Phone _____

Fax _____

E-mail _____

Introduction and Instructions:

As a part of the response to the Ruby Mountains, Austin & Tonopah Ranger Districts Outfitter and Guide prospectus, you are required to submit this business plan as a separate document. **Four separate copies of your business plan must be submitted.** You need to present a solid understanding of the business application process, the specific site requirements and submit a business plan that reflects your financial ability to fully provide the activities/services being offered in the prospectus.

Because the decision-making process to select a permittee requires considerable review of the application and business plan, the required information should follow the format of this business plan. All applicants must submit the information requested within this business plan. This information must be provided in the format of this business plan so all applications reviewed by the Forest Service will contain consistent information in both content and format.

Applicants must furnish a detailed description of their experience relating to providing outfitter and guide permits. The description must include similar type of experience in private business, public service, or any nonprofit or other related enterprises. Applicants are encouraged to contact their local Small Business Development Center (SBDC) if they need assistance in completing their business plans.

SBDC Review of Business Plans

Business plans that are submitted in response to a prospectus may be independently reviewed by a SBDC. SBDC representatives will not review any business plans that they helped the applicant develop. Other local SBDC's will be enlisted for the review of the submitted business plans. Along with this business plan, applicants also must submit a bank draft, money order, or cashier's check in the amount of \$40.00 made payable to the "SBDC".

Getting SBDC Assistance with your Business Plan:

The Association of Small Business Development Centers (ASBDC), with over 600 local offices, serves both the private and public sector with small business expertise. The Forest Service National Memorandum of Understanding with the ASBDC provides a strong resource to assist you in developing your business plan.

The Small Business Development Center (SBDC) near you is committed to assisting you in developing strong and sustainable business plan processes. Call your nearest SBDC office, and seek their assistance in preparing your submission. You'll find a directory of local Small Business Development Centers at this website WWW.ASBDC-US.ORG

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1. The Application Process

Your fully completed business plan should be returned or postmarked and addressed to:
Attention: Outfitter/Guide Proposal Enclosed, Santa Rosa Ranger District, 1200 E.
Winnemucca Blvd., Winnemucca, NV 89445 no later than **May 29, 2008** A checklist is
used by the Forest Service upon initial receipt of your business plan to verify that all
required items are included. That checklist is at the end of this business plan. Please be
sure to review that checklist prior to submitting your application. An incomplete
business plan may result in a lower score.

A. Company Information

The following information is required from the applicant:

- Copies of face page of all current Forest Service outfitter and guide permits
- Business Applicant or Entity Balance Sheet (past three years)
- Income Statement (past three years)
- Company tax returns (past two years)
- Current credit report from major credit bureau
- Performance evaluations for past 3 years from all other Forest Service outfitter and guide permits

2. The Business Plan

This section describes the specific nature and purpose of the company, background in the industry and the ability to provide outfitted and guided services.

A: Business Information

This discussion of your business should include the following information:

- A brief description of the scope and size of your current business (as to the number and type of current outfitter and guide permits).
- Provide any current required state, federal, local or special licenses
- List the current type of :
 - Legal structure
 - Tax ID #
 - State Business License #
- State Sales Tax Identification Number (as applicable)
- Include below, the appropriate information on shareholders (additional information may be requested from the selected permittee)

Name _____ Address _____ % Ownership of each member

B. State Business requirements

Does the operation require a state outfitter and guide license? YES___ NO___
(If "Yes," include a copy of your state outfitter and guide license.)

C. Experience with Forest Service Outfitter and Guide Permits

1. Prior Forest Service permits:

a. This information needs to be provided for each Forest permit previously held during the last three years.

Permit Administrator _____ Address _____ Phone _____

3. THE FINANCIAL PLAN

A. CAPITAL EQUIPMENT LIST (See Appendix A)

Capital equipment includes assets which have useful lives of more than one year, such as equipment, vehicles, livestock, tack, gear, and computers.

Describe the equipment, the quantity, whether the equipment is new or used (N/U), the expected useful life, and the cost. This includes equipment purchased from an existing business. The capital equipment list should be summarized by “type” as well as “cost”.

The Capital Equipment List format (supplied in Appendix A) is standardized to facilitate analysis and comparison of all the applicants. The content may have to be modified to fit your particular operation, but do not change the basic format.

B. START-UP EXPENSES (See Appendix B)

Start-up expenses are the various initial expenses it will take to start up a new outfitter and guide permit or to add additional service days to an existing permit. Some of these expenses may be only one-time expenditures while others can occur annually.

The start-up expenses format (see Appendix B) is standardized to facilitate analysis and comparison of all the applicants. The content may have to be modified to fit your particular operation, but do not change the basic format.

C. BALANCE SHEET (See Appendix C):

The balance sheet format (supplied in Appendix C) is standardized to facilitate analysis and comparison of all the applicants. The content may have to be modified to fit your particular operation, but do not change the basic format. **Balance sheets are required for the past three years.**

D. INCOME STATEMENT PROJECTIONS (See Appendix D)

The income statement projections format (supplied in Appendix D) is standardized to facilitate analysis and comparison of all the applicants. The content of the Income Statement may have to be modified to fit your particular operation, but do not change the basic format.

A pro forma (estimated) Income Statement Projection is required for the first full year on a monthly basis.

Revenues

1. List revenues from all services you are interested in providing in the prospectus.
2. A monthly projection from each provided service, with annual total, is required. Seasonality of revenue should be reflected.

Expenses

1. List expenses from all services you are interested in providing in the prospectus.
2. Do not list capital expenditures as expenses - these expenses should be noted on your balance sheet or capital asset equipment list.

4. SUPPORTING DOCUMENTS

A. Outfitter and Guide Prospectus Checklist

This checklist is used by the Forest Service upon initial receipt of your application to verify that all required items are included. Please be sure to complete this checklist prior to submitting your application. An incomplete business plan may result in a lower score.

- Yes No --- Application received prior to due time and date.
Yes No --- Application is signed by applicant.
Yes No --- Applicants provided required **four** copies of the business plan.

If a corporation, the following is supplied:

- Yes No --- Evidence of incorporation and good standing
Yes No --- Name and address of each affiliate of the corporation
Yes No --- Affiliate share and ownership information

Required information from the applicant:

- Yes No --- Applicant's name/name of company _____
Yes No --- Address _____
Yes No --- Company contact _____
Yes No --- Phone _____
Yes No --- Fax _____
Yes No --- E-mail _____

- Yes No --- Copies of all pertinent existing permits
Yes No --- Capital equipment list
Yes No --- Start-up expense costs
Yes No --- Balance sheets (past three years)
Yes No --- Monthly income statement projection for the coming year.
Yes No --- Tax returns (past three years)
Yes No --- Current credit report from a major credit bureau
Yes No --- Certifications, licenses and permits required of other agencies
Yes No --- Performance evaluations for past 3 years from other outfitter permits

5. APPENDICES

APPENDIX B.
START-UP EXPENSES

START-UP EXPENSE COSTS:

Total cost of capital equipment	_____
Legal fees	_____
Professional fees	_____
Licenses and permits	_____
Advertising	_____
Insurance	_____
Other Expenses:	_____

TOTAL START-UP EXPENSES \$ _____

APPENDIX C.
BALANCE SHEETS

**(Balance sheets are required for
the past three years.)**

Year ()

Assets:

Current Assets:

Cash \$ _____

Accounts receivable \$ _____

Inventory \$ _____

Subtotal \$ _____

Fixed Assets \$ _____

Less Accumulated Depreciation \$ _____

Other Assets \$ _____

Intangible Assets \$ _____

Total Assets: \$ _____

Liabilities:

Accounts payable \$ _____

Payroll tax payable \$ _____

Line of Credit \$ _____

Credits Cards \$ _____

Total Current Liabilities \$ _____

Owner loan to company \$ _____

Bank loan to company \$ _____

Other loans \$ _____

Total Long Term Liabilities \$ _____

Paid in Capital by Owner \$ _____

Retained earnings \$ _____

YTD Income (balancer) \$ _____

Total Liabilities: \$ _____

APPENDIX D

INCOME STATEMENT PROJECTIONS

Pro forma (estimated)

Site Specific Income Statement Projections

Monthly for year 1

Sales and Revenue Sources

1. List revenues from all service opportunity that you are applying for in the prospectus. Whenever possible, note prices charged for services at this site
2. Display anticipated monthly revenues generated by the services offered in this prospectus. Show income detail by individual service.
3. Monthly projections from each service source, with an annual total, are required. Seasonality, in applicable revenue, should be considered.

Expenses

1. List expenses related to service opportunity that you are applying for in the Prospectus.
2. List expenses incurred by to adding additional service opportunities.
3. List all expenses related to the Forest Service (i.e. O/G fee).
4. Do not list capital expenditures as expenses - these should be noted on your balance sheet or capital asset equipment list.

National Forest O/G Prospectus -- Income Statement Projections.

Revenues

January February March April May June July August September October November December Total

Total Revenues

National Forest O/G Prospectus -- Income Statement Projections

Expenses

January February March April May June July August September October November December Total

Total Expenses