

Use this list to consider what goes into transitioning **before you break away** from the corporate structure.

Understanding the resources you need to be successful will make it easier to choose to work with an organization whose **vision** and service offerings align with your **goals**.

TRANSITION CHECKLIST

RESEARCH

- ☐ Industry and market trends
- ☐ Breakaway advisor success stories
- ☐ Affiliation model options
- ☐ Your contract/non-compete terms
- ☐ Current client data

PLAN

- ☐ Business launch date
- ☐ Client notification/transition plan
- ☐ Staffing and compensation
- ☐ Insurance and investment options
- ☐ Compliance and legal resources
- ☐ Tax and ownership structure

DESIGN

- ☐ Branding and marketing
- ☐ Office space and signage
- ☐ Client acquisition process and business growth plan
- ☐ Technology infrastructure

LAUNCH

- ☐ Your process with your team
- ☐ Marketing materials
- ☐ Website
- ☐ Client account transitions
- ☐ Reporting tools
- ☐ Prospect and lead generation