

## Closing Checklist

Founders should think through the questions that their team members will be likely to ask when they hear about the closing. I have included a list of 10 common questions from team members below. This is not an exhaustive list, but hopefully, it is something founders can customize to their deal's specifics.

One of the key reasons preparation is so important is to make sure all the founders provide the same answers to these questions!

1. Do I still have a job?
2. Has my role changed?
3. Will the person I report to change?
4. Will I need to relocate?
  - a. Can I still work from home?
5. Will my compensation change?
  - a. If so, what are the details?
6. Will my benefits change?
  - a. What about healthcare?
  - b. What about childcare?
  - c. What about 401K contributions?
  - d. What about gym/commuting/parking/work-from-home benefits?
  - e. What about office perks?
7. What will happen to my equity plan?
  - a. Will it be maintained?
  - b. Will it be rolled into the equity plan of the new company?
8. Can I opt out if I don't want to work for the new company?
9. Can I look for new opportunities within the new company?
10. How much was the deal for?