

## EXERCISE

# VENTURE CAPITAL CLOSINGS

### *Background*

You've been working on the deal team for Wave Metrics' Series A financing. The senior associate has asked that you take charge of the closing process and prepare for the initial closing. In addition, she's asked you to email the client to give a big picture explanation of the closing process, including how subsequent closings work.

You decide to complete a few pre-closing tasks before emailing the client. The senior associate would like a status update on your progress before you write the email and has also asked you to stop by her office to discuss the email you'll write to the client.

### *Instructions*

Come prepared to discuss the following:

- What pre-closing tasks you will have completed in advance of the closing.
- What information you will include in the email to the client.