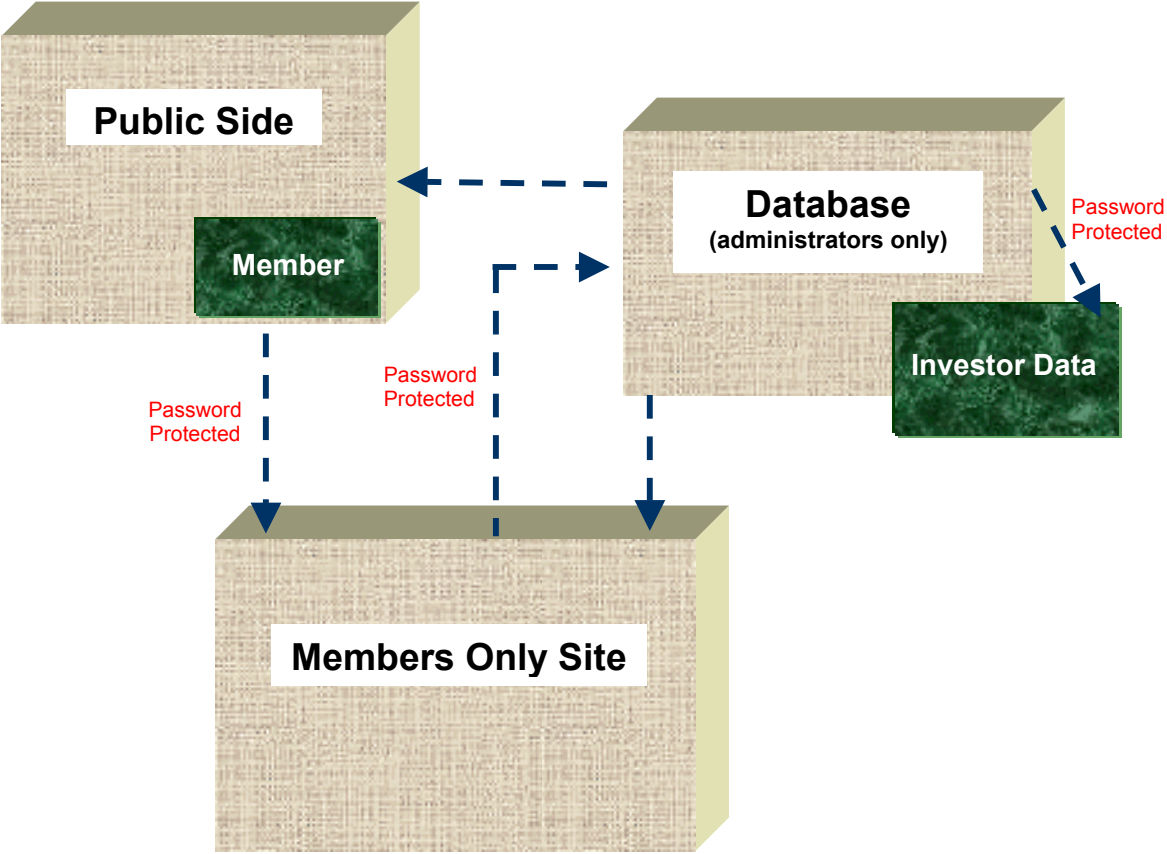


# Standardized Web Site for Angel Networks



# Standard Template for Angel Network Web Site

## *PUBLIC SIDE*



# Standard Template for Angel Network Web Site

## *PRIVATE SIDE*

**Membership  
Directory**

**Curriculum Vitae**

**Email Hyperlink**

**Email  
Blaster**

- All
- Members
- Sponsors/Partners
- Press
- Portfolio Companies
- Create a Group

**Document  
Archives**

**Organization  
(Bylaws, etc.)**

**Due Diligence**

**Post-investment  
Reports**

**Searchable  
Members' Skills  
Database**

**Upcoming  
Events**

**Calendar**

**Newsletter and  
Meeting Notice**

**Hyperlink Template**

**Current Deals**

**Investment  
Portfolio**

**Leadership  
List**

**Forms &  
Stationary**

**Email  
Links**

**Standard  
Agreements**

# Outline of Standardized Web Site for Angel Networks

## 1. DATABASE (available only to administrators)

- a. Contact and in-depth information
  - i. Members
    - 1. Name and contact information
    - 2. Curriculum vitae in templated format
    - 3. Education, skills and experiences (established matrix)
  - ii. Additional membership classification(s)
    - 1. Name and contact information
    - 2. Curriculum vitae in templated format
    - 3. Education, skills and experiences (established matrix)
  - iii. Sponsors
    - 1. Name and contact information
    - 2. Logo of sponsor
  - iv. Investees (companies in which the network as invested)
    - 1. Name and contact information
    - 2. Logo of investee
  - v. Other contact files
    - 1. Local and national press
    - 2. Service providers
    - 3. Other interested parties
- b. Reports and documents
  - i. Applications for funding
    - 1. Rejected
    - 2. Accepted to pre-screening and rejected
    - 3. Accepted to screening and rejected
    - 4. Rejected at due diligence
    - 5. Funded
  - ii. Funded company files
    - 1. Executive summary(s)
    - 2. Business plan(s)
    - 3. PowerPoint presentation(s)
    - 4. Due diligence documents
    - 5. Term sheet
    - 6. Investment data for each round (**additional password protection – very limited access**)
      - a. Valuation at each round
      - b. Total size of round
      - c. Total investment by network
      - d. Individual investments by network members

- 7. Progress reports - financial and other (all periods)
  - a. Balance sheet
  - b. P&L versus budget
  - c. Cash flow
  - d. Milestone reports (text)
  - e. Comments by Board members and/or observers
- 8. Exit summary by lead investor
- iii. Organizational archives (all versions and revisions)
  - 1. Board minutes
  - 2. Charter
  - 3. By-laws
  - 4. Agreements
  - 5. Tax ID#
  - 6. Employer ID #
  - 7. Bank account information
    - a. Bank contact information
    - b. Principal contact person
    - c. Account numbers
  - 8. Tax account information
    - a. Name
    - b. Contact information

## **2. PUBLIC SIDE (open to the public)**

- a. Qualifications for membership
- b. The membership process
- c. Membership application (templated format only on public side)
  - i. Contact information
  - ii. Templated curriculum vitae (not just attaching resume)
  - iii. Education/skills/experiences matrix
  - iv. Auto-email notice to membership chair
  - v. Data in suspense until membership accepted, once accepted post to database.
- d. Sponsors
  - i. criteria for sponsors
  - ii. logo and contact information on each sponsor
  - iii. contact information to apply for sponsorship
- e. Investment criteria

- f. What we are looking for in companies
- g. The investment process
- h. Entrepreneur's application for funding (templated format only on public side)
  - i. Templated application
  - ii. Attachments allowed
    - 1. Business plan
    - 2. Executive summary
    - 3. Other Word or Excel documents
    - 4. PowerPoint plan presentation
  - iii. Auto-email to pre-screening committee
  - iv. Note eventual disposition and file accordingly
    - 1. Rejected at pre-screen
    - 2. Rejected at screening
    - 3. Rejected during due diligence
    - 4. Investee
- i. Deals we have done
- j. Calendar of (public) events
- k. Press releases, In the news
- l. Links and resources
- m. Contact Us

### **3. MEMBERS ONLY SIDE (password protected – for members & associates only)**

- a. Membership directory
  - i. Contact information
    - 1. Email format click thru from email address in directory
    - 2. Curriculum vitae click thru from name in directory
  - ii. Position, if any, in the organization (i.e. President, Member of pre-screen team, etc.)
- b. Members skills and experience matrix
  - i. A searchable database of education, skills and experience
  - ii. Template of boxes, check off the skills/experiences of interest
  - iii. Search provide members with those skill sets
- c. Board and committees with email format links from hyperlink addresses

- d. Email blaster
  - i. All
  - ii. Members
  - iii. Sponsors
  - iv. Press
  - v. Investees
  - vi. Other interest parties
  - vii. Email to a single member
  - viii. Create a group
- e. Upcoming events (a focus on current activities)
- f. Calendar/Events/Newsletters
  - i. Create an event (template)
    - 1. Name, date, time, location, contact, RSVP email link
    - 2. Post to calendar
    - 3. Email to a group (all, members, sponsors, etc.)
  - ii. Create a newsletter (template)
    - 1. Assemble documents from committee heads and officers
    - 2. Use template to create headers and short text explanations
    - 3. Hyperlink collected documents into newsletter template
    - 4. Post on public or private side (or both)
    - 5. Email to a group (all, members, sponsors, etc.)
- g. Deals we are looking at
  - i. Contact info
  - ii. Industry category, stage of company
  - iii. Network relationship (referred by a member)
  - iv. Product or service
  - v. Business model
  - vi. Status
  - vii. Management and Board
  - viii. Financials
  - ix. Capitalization
  - x. Funds sought and use of funds
  - xi. Competition

- h. Deals we have looked at
  - i. Contact info
  - ii. Industry category, stage of company
  - iii. Network relationship (referred by a member)
  - iv. Product or service
  - v. Business model
  - vi. Status
  - vii. Management and Board
  - viii. Financials
  - ix. Capitalization
  - x. Funds sought and use of funds
  - xi. Competition
- i. Forms and stationery (downloadable read/write documents)
  - i. Organization logo(s)
  - ii. Letterhead and envelope
  - iii. Memo format
  - iv. PowerPoint format with logo
  - v. Term sheet format
- j. Standard agreements and documents – read only (pdf) format
  - i. In-depth process explanations
    - 1. Pre-screening
    - 2. Screening meetings
    - 3. Due diligence
    - 4. Investment meetings
  - ii. Term sheet explanation and justifications
  - iii. Sample executive summaries (outline)
  - iv. Sample PowerPoint presentation (outline)
  - v. Sample financial reports from investees
    - 1. Balance sheet
    - 2. P&L versus budget
    - 3. Cash flow statement
    - 4. Milestones
  - vi. Job descriptions of Board members and committee chairs



- k. Document archives
  - i. Organizational archives (current version only)
    - 1. Meeting minutes
    - 2. Charter
    - 3. By-laws
    - 4. Agreements
    - 5. Tax ID #
    - 6. Employee ID #
  - ii. Due diligence documents by company
    - 1. Reports by due diligence team members
    - 2. Bulletin board for questions, comments and answers by/from members.
    - 3. Proposed/final term sheet
  - iii. Post-investment documents by company, by period (current year only)
    - 1. Balance sheet
    - 2. P&L versus budget
    - 3. Cash flow
    - 4. Milestone reports (text)
    - 5. Comments by Board members and/or observers
    - 6. Exit summary (by lead investor)

**For More Information, contact:**

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