Dear NAME OF **SMALL BUSINESS OWNER**,

We are delighted about your upcoming partnership with Chashama at **NAME OF SPACE from START DATE-END DATE**. The next steps are summarized below:

Please cc programs@chashama.org on communications to keep our team on the same page.

**1) Read and sign all required materials sent via DocuSign**

Your Agreement and a COVID-19 liability waiver (if applicable) will be emailed via a program called DocuSign--let us know if you don't see them soon.

**2) Confirm Site Orientation**

Confirm if you can meet on **DATE at TIME** for a site orientation. If this date and time do not work, please let us know right away.

**3) Submit your $250 security deposit**

Our bookkeeper **NAME (cc'd here)** will send you an invoice for the $250 deposit.

If you want extra sets of keys, they are each an additional $75 deposit.

**4) Event Website Listing**

Submit your small business info here:<https://chashama.submittable.com/submit/397e4b91-a78b-40f9-b745-d0c821b2e0ea/exhibition-information> We will take this information to generate a website event listing for your exhibition on our own website.

**5) Promo**

**NAME** from **Organization** (cc’d here) will reach out to you to help promote your exhibition and events on our social media accounts. Please tag @chashama and #chashama in all of your own promotions.

**6) Vinyl and Signage**

All vinyl and public signage must be approved by the Chashama team as well as the property owner of your space location in writing. Please send all designs to x@organization.com **(cc'd here)** for review. Note: all small businesses are required to pay for and install their own vinyl.

**7) Event Protocol**

Please review our [Safety Protocol](https://drive.google.com/file/d/1NMEduISEVOibf1pW48gKL7blYDx2e98D/view?usp=sharing). For any events you may want to host in the space please send your proposal to programs@chashama.org for approval, and review our [Reception Protocol](https://docs.google.com/document/d/1B5Wr6wcRr1RE__7g7SUq8DyceeCloz3XscBRMWhtUao/edit?usp=sharing). We also advise creating time slots for visitors using [Eventbrite](https://www.eventbrite.com/).

**8) Wrap Up**

At the end of your time in the space, we'll send you a wrap-up email asking you to complete a final report online where you can upload images from your pop-up and give us general feedback on your experience.

Please let me know if you have any additional questions.

Thank you!

Best,

**NAME**