



Your Essential Data Room Checklist

Remember: This checklist is a starting point, not a requirement. The specific documents needed for your data room depend on your business, industry, and funding round. Focus on the documents most relevant to your situation.

Market and Opportunity

- Market size and growth
- Problem and solution
- Competitive landscape
- Customer pain points and needs

Financials and Projections

- Financial statements (historical)
- Financial projections (forward-looking)
- Unit economics and profitability model
- Capital allocation plan

Product and Technology

- Proof of Concept
- Minimum Viable Product (MVP)
- Technology & Intellectual Property (IP)
- Scalability and defensibility
- Development roadmap & Resources

Legal and Regulatory

- Corporate structure and governance
- Intellectual property
- Regulatory compliance
- Financial and reporting controls
- Tax & Registration Documents

Team and Execution

- Founder(s) and management team
- Board of Directors
- Advisor(s), Advisory Board & team composition
- Strategic Partners/Professional Firms
- Operating history and traction
- Execution capabilities

Fundraising Toolkit

- Business Valuation Model
- Pitch Deck (for specific investor type)
- Professional video (for investors)
- Term Sheet
- Offering Materials, including Financial Instrument and any Related Agreements



The CRIISP Capital HQ Platform offers a predefined Data Room structure for your convenience:

Documents

=	1. Pitch Deck	1	▼
=	2. Company Documents	1	▼
=	3. Board Materials	1	▼
=	4. Financials	1	▼
=	5. Term Sheets	1	▼
=	6. Market Research	1	▼
=	7. Sales	1	▼
=	8. Technology: Hardware	1	▼
=	9. Technology: Software	1	▼
=	10. Product	1	▼
=	11. Past raise information	1	▼
=	12. Intellectual Property	1	▼
=	13. Legal	1	▼
=	14. HR	1	▼
=	15. Private	1	▼
=	16. Other	1	▼

Add documents Create folder

You have complete flexibility to rename and rearrange folders according to your preferences. The current setup serves merely as an example for organizing your data room, enabling you to anticipate and prepare the documents investors are likely to request.

Fast-track your success: Efficient data room = happy investors, happy you.

Glossary

Term	Actionable task	Form & Placement
Market Size and Growth	TAM (Total Addressable Market), SAM (Serviceable Addressable Market), SOM (Serviceable Obtainable Market). Compile a comprehensive report detailing TAM, SAM, SOM, penetration potential, and market growth trends.	Upload as a separate analytical report in the market analysis section or integrate into the pitch deck file in the presentations section of the data room.
Problem and Solution	Articulate the problem your company solves and how your solution is superior.	A section within the pitch deck or a document in the company overview section.
Competitive Landscape	Analyze key competitors, their strengths and weaknesses, and your competitive advantage.	Market analysis section, as part of the pitch deck or a separate document.
Proof of Concept	Document proof of concept to confirm technical and market feasibility.	Technology or product development section as a detailed report.
Minimum Viable Product (MVP)	Describe MVP functionality, development stage, and validation through customer feedback or usage data.	Product information section, within the product development document or pitch deck.
Technology and Intellectual Property (IP)	Outline proprietary technology, IP protection strategy, and risk mitigations.	IP section, including patents, trademarks, and strategy overview document.
Scalability and Defensibility	Analyze the ability to scale and maintain a competitive edge.	Strategic planning document in the business model or strategy section.
Development Roadmap and Resources	Create a roadmap for product development and assess team skills and experience.	Product development or team section as a roadmap document and qualifications overview.
Founder and Management Team	Compile bios and track records of the founder(s) and management team.	Team section as a comprehensive overview presentation or document.
Board of Directors and Corporate Governance	Detail the board directors' strengths, expertise, and governance structure.	Governance section, as part of corporate governance documents.
Advisory Board and Team Composition	Outline the advisory board's expertise and the team's skill diversity.	Team or advisory board section as a detailed document.



Operating History and Traction	Demonstrate achievements such as customer acquisition, revenue growth, and user engagement.	Operations or history section, as a performance report or part of the pitch deck.
Execution Capabilities	Show the ability to implement the business plan and overcome challenges.	Business plan or strategy section, detailing execution strategy and past successes.
Financial Statements and Historical Performance	Provide detailed financial records and performance indicators.	Financials section, including income statements, balance sheets, and cash flow statements.
Financial Projections	Forecast future revenue, expenses, profitability, and funding needs.	Financials section, as part of a comprehensive financial plan document or within the pitch deck.
Tax & Registration Documents	Ensure legal and financial compliance with the necessary documentation.	Legal and financial section for verification of company status, good standing, current tax filings and compliance.
Unit Economics and Profitability Model	Detail the path to profitability and key cost drivers.	Business model section, as a detailed analysis or part of the financial projections.
Capital Allocation Plan	Describe how seed funding will be used for growth and milestones.	Financial planning section, outlining specific uses of funds and expected outcomes.
Corporate Structure and Governance	Explain legal entity, ownership, shareholder agreements, and governance policies.	Corporate governance section, including legal documents and policy outlines.
Intellectual Property	Detail patents, trademarks, copyrights, trade secrets, and protection strategies.	IP section with filings and strategy documents, including dates of all provisional and/or issued patents, trademarks, copyright registrations, and trade secret processes.
Regulatory Compliance	List applicable regulations and compliance strategies.	Compliance or legal section, detailing regulatory landscape and compliance plan.
Financial and Reporting Controls	Describe internal controls for financial reporting and risk management.	Financial controls section, outlining procedures and control systems.
Business Valuation Model	Provide an estimation of your startup's value, based on credible valuation metrics.	Financials section, as part of financial analysis documents.
Pitch Deck	Create a compelling presentation to captivate prospective investors and other stakeholders.	Presentations section, as the main pitch deck file.



Professional Video	Showcase your startup story in a compelling video.	Multimedia section or embedded in digital presentations.
Term Sheet	Outline the terms and conditions of a proposed investment (typically non-binding, except for certain confidentiality and other provisions)	Investment section, as part of initial investment documents (offering materials).
Offering Materials, including Financial Instrument and any Related Agreements	Prepare all legal documents related to the investment offering, such as a SAFE (Simple Agreement for Future Equity), possibly with a Side Letter; or a Stock Purchase Agreement, and any addendums thereto, such as a form of Certificate of Designation for Series X Convertible Preferred Stock, Voting Agreement, Investors' Rights Agreement, Right of First Refusal and Co-Sale Agreement, detailing specific investment terms and conditions..	In the investment section, clearly label and organize the documents to provide easy access to all legal documents outlining the terms of the offering and related agreements.