

MONROE ONBOARDING CHECKLIST

NEW MEMBER'S START HERE

- Choose studio and amenities/concierge services
- Choose business name
- Sign lease/policies/amenities upgrades/concierge services
- Provide security deposit
- Fill in PAD agreement/Monroe info sheet
- Send all sheets to support@monroesalonstudios.com
- Set up possession date and time
- Receive business builder kit – follow first steps
- Submit profile information for member directory
- Provide proof of business insurance
- Provide proof of business license
- Access member's portal
- Welcome to Monroe video – about the facility
- Welcome to Monroe video – about the portal
- Set up booking app