

*a little more info about*

# CO-SPACE



follow along on  
your phone!

PRESENTED BY:

**JOY ST CLAIR**

# About Me



**Cancer Survivor**

15+ years experience as a small business owner

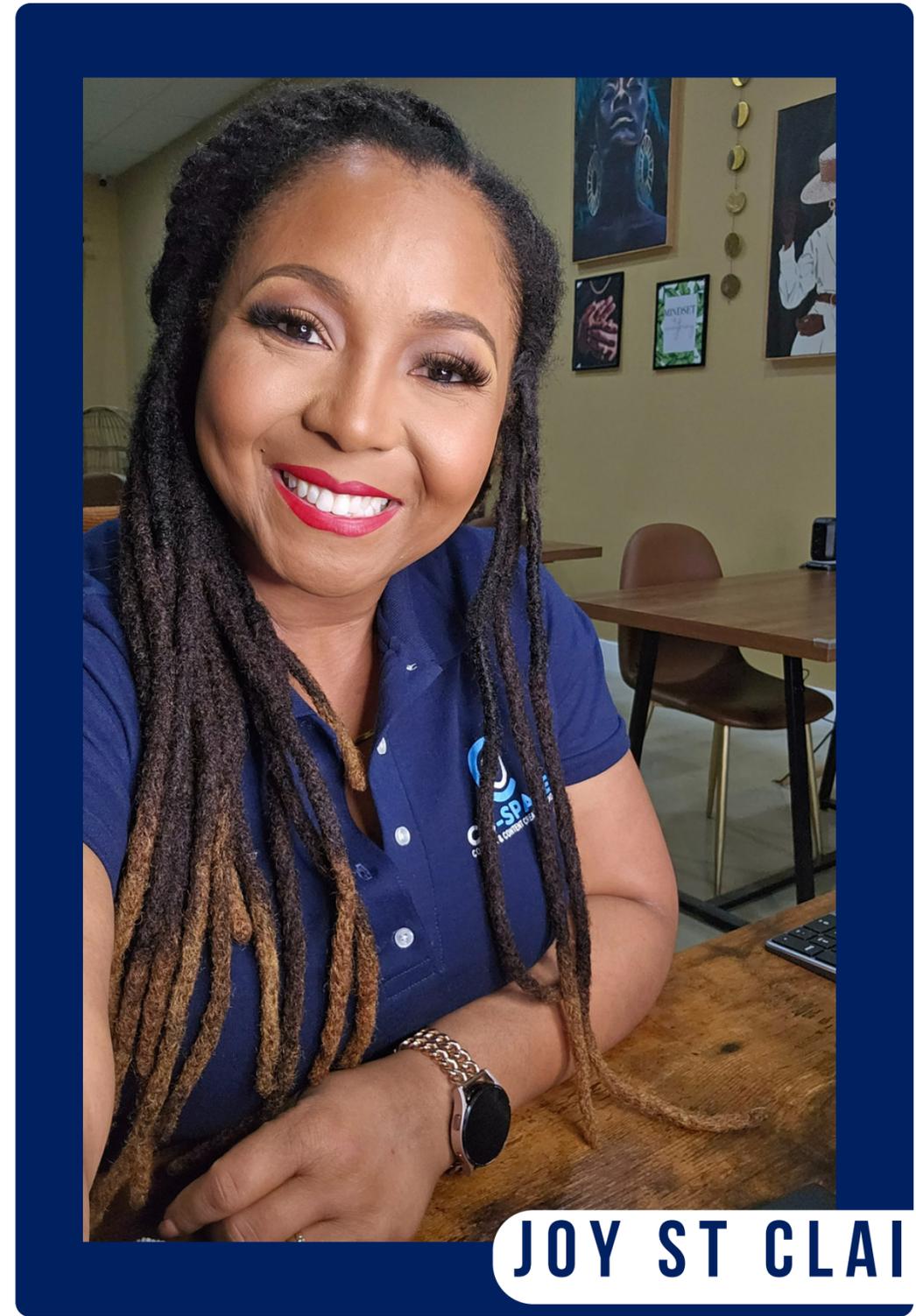


**New Mom**

20+ years experience in project management



**Curator of Good Vibes**



**JOY ST CLAIR**

**OWNER & FOUNDER**

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**CO-SPACE**

## CO-SPACE PROGRAMMING

# 1500+

Engaged Followers

# 270+

Attendees

# 26

events YTD

# 39

total events planned

in less than

# 6

months!



We offer a variety of paid & free programming to fit the needs of our community. From yoga to business workshops, Co-Space has become a hub for local business owners & aspiring entrepreneurs.

[welcometocospace.com/events](https://welcometocospace.com/events)

## CO-SPACE PROGRAMMING

All Co-Space led events are tracked through our web-hosting site. I collect metrics, contact info & request feedback from guests.



### Headshot Day!

Sep 21, 12:00 PM, Co-Space

Memberships:4 Categories:2

Sold Tickets	Total Sales
12	\$256.25

This event already ended. [Ask g](#)



### Black Card: A Shopping Experience

Sep 09, 11:00 AM, Co-Space

Categories:3

Sold Tickets	Total Sales
13	\$307.50

This event already ended. [Ask guests how it went](#)



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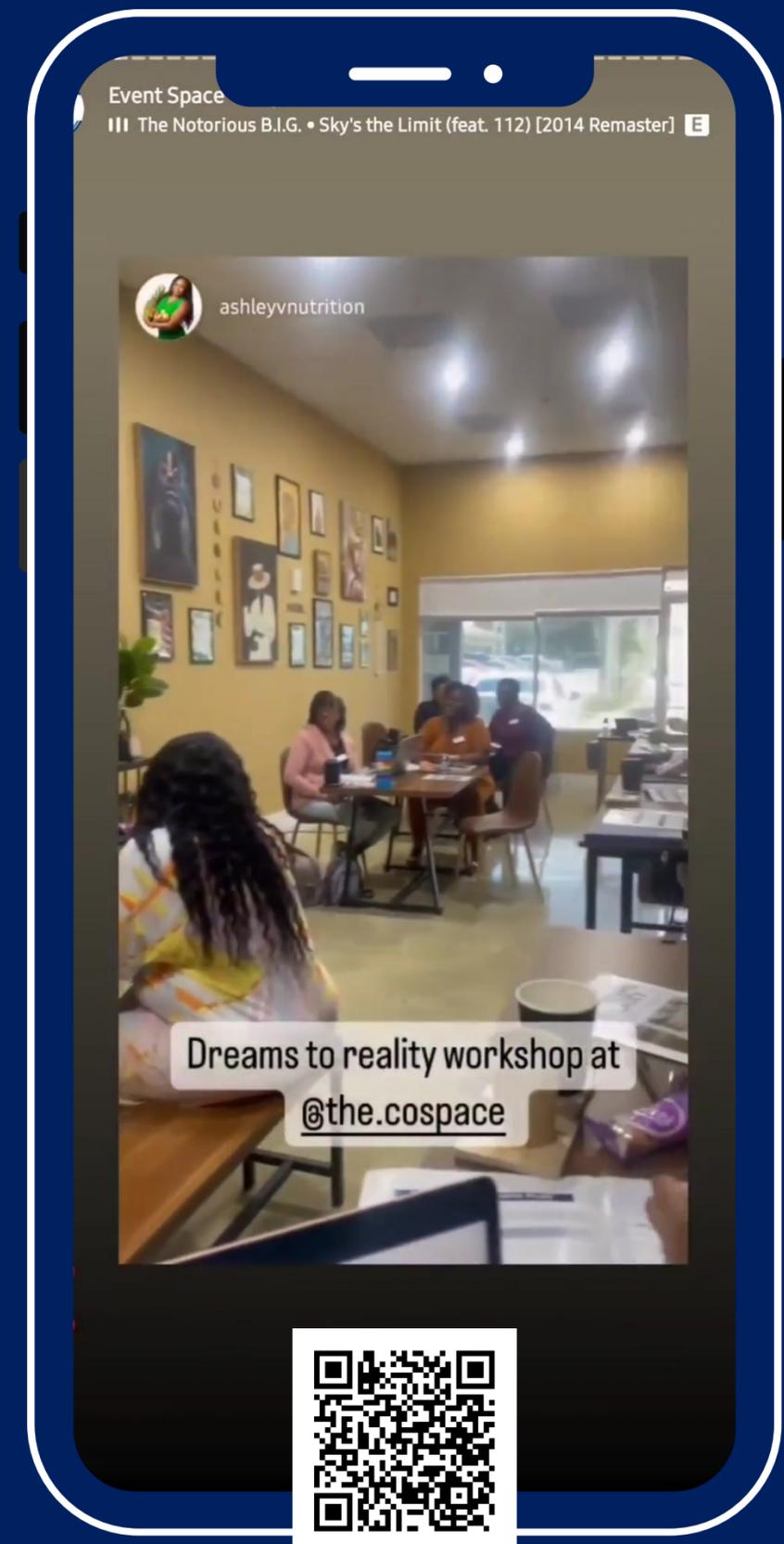
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# LOGISTICS

**Programs can be held** in various places through the workspace. Furniture can be rearranged to create open spaces to fit the needs of the event.

**Programs can be led** by staff, community members, city partners, vendors & subcontractors.

**Wellness program leaders** will be vetted by Co-Space staff and will be required to have general liability insurance with Co-Space added as a policy holder.



see highlights from past events

*lets talk*

# FINANCES

Co-Space is relatively new business, but has consistently produced income since our grand opening.

Although we are still working on recovering start-up costs, our overhead has been met month after month.

At this time, we are a small team of independent contractors with no full-time employees on staff. Contractors are booked as needed and paid per event.

We are currently beginning the process to onboard a part-time coworking concierge

**(\$8,308)**  
YTD NET INCOME

**\$2,951**  
AVG MONTHLY REVENUE

**\$16,798**  
TOTAL YTD SALES



Joy St C Inc DBA Co-Space LLC  
**Profit & Loss**

January through August 2023

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	TOTAL
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
Rental Income	0.00	0.00	5.63	385.50	2,121.20	1,929.22	2,514.93	3,855.44	10,811.92
<b>Total Income</b>	0.00	0.00	5.63	385.50	2,121.20	1,929.22	2,514.93	3,855.44	10,811.92
<b>Cost of Goods Sold</b>									
Cost of Goods Sold									
COGS - Artist Cosignment	0.00	0.00	0.00	0.00	124.72	87.50	65.00	237.50	514.72
<b>Total Cost of Goods Sold</b>	0.00	0.00	0.00	0.00	124.72	87.50	65.00	237.50	514.72
<b>Total COGS</b>	0.00	0.00	0.00	0.00	124.72	87.50	65.00	237.50	514.72
<b>Gross Profit</b>	0.00	0.00	5.63	385.50	1,996.48	1,841.72	2,449.93	3,617.94	10,297.20
<b>Expense</b>									
Advertising and Promotion	40.93	0.00	402.80	350.00	194.87	98.92	0.00	0.00	1,087.52
Bank Service Charges									
Bill Pay Fee Expense	0.00	0.00	1.50	1.50	1.50	1.50	1.50	0.00	7.50
Check Delivery Fee Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	1.50
<b>Total Bank Service Charges</b>	0.00	0.00	1.50	1.50	1.50	1.50	1.50	1.50	9.00
Event Expenses	0.00	0.00	0.00	0.00	167.47	0.00	0.00	0.00	167.47
Meals and Entertainment	0.00	0.00	0.00	0.00	0.00	39.35	0.00	0.00	39.35
Misc Expense	0.00	0.00	0.00	0.00	0.04	0.00	0.00	0.00	0.04
Rent Expense	0.00	0.00	2,289.75	2,289.75	2,289.75	2,289.75	2,289.75	2,289.75	13,738.50
Repairs and Maintenance	0.00	0.00	586.78	0.00	0.00	0.00	0.00	0.00	586.78
Supplies Expense	0.00	0.00	1,052.35	0.00	98.66	157.27	0.00	0.00	1,308.28
Taxes & License Expense	0.00	0.00	24.00	244.70	0.00	0.00	0.00	0.00	268.70
Utilities									
Electricity Expense	0.00	0.00	0.00	0.00	126.74	97.07	110.52	149.90	484.23
Internet Expense	0.00	0.00	461.75	0.00	161.35	161.35	161.35	0.00	945.80
<b>Total Utilities</b>	0.00	0.00	461.75	0.00	288.09	258.42	271.87	149.90	1,430.03
<b>Total Expense</b>	40.93	0.00	4,818.93	2,885.95	3,040.38	2,845.21	2,583.12	2,441.15	18,635.67
<b>Net Ordinary Income</b>	-40.93	0.00	-4,813.30	-2,500.45	-1,043.90	-1,003.49	-113.19	1,176.79	-8,338.47
<b>Other Income/Expense</b>									
Other Income									
Interest Income	0.00	0.00	0.00	7.07	0.00	0.00	0.00	22.60	29.67
<b>Total Other Income</b>	0.00	0.00	0.00	7.07	0.00	0.00	0.00	22.60	29.67
<b>Net Other Income</b>	0.00	0.00	0.00	7.07	0.00	0.00	0.00	22.60	29.67
<b>Net Income</b>	-40.93	0.00	-4,813.30	-2,493.38	-1,043.90	-1,003.49	-113.19	1,199.39	-8,308.80

# 3-PHASED APPROACH

## PHASE I

### BUILD

community-needs  
assessment

(networking events, find local coworking options)

connecting with community  
advocates & stakeholders

leverage social & local media

--

begin hiring & training 2  
employees

--

I will spend 2 - 3 full days per  
week in Delray; with daily virtual  
check-ins

## PHASE II

### LAUNCH

pre-grand opening events  
(free coworking days, business workshops)

offer intro-member rates

build programming calendar

host grand opening

--

elevated OJT for employees

--

I will spend 1 - 2 full days per week  
in Delray; 2 virtual check-ins

## PHASE III

### GROW

adjust rates comparative to  
market

batch staple events,  
bookable services

continue relationships with  
local businesses & partners

--

Consistent performance  
reviews for employees

--

I will spend at least 1 full day  
per week in Delray; 2 virtual  
check-ins

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adjust rates comparative to  
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batch staple events,  
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community-needs  
assessment

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connecting with community  
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leverage social & local media

--

begin hiring & training 2  
employees

--

I will spend 3 - 4 full days per  
week in Delray; with daily virtual  
check-ins

## PHASE II

### LAUNCH

pre-grand opening events  
(free coworking days, business workshops)

offer intro-member rates

build programming calendar

host grand opening

--

elevated OJT for employees

--

I will spend 1 - 2 full days per week  
in Delray; 3 virtual check-ins

## PHASE III

### GROW

adjust rates comparative to  
market

batch staple events,  
bookable services

continue relationships with  
local businesses & partners

--

Consistent performance  
reviews for employees

--

at least 1 full day per week in  
Delray; 2 virtual check-ins

*projected*

# BUSINESS NEEDS

---

## PARTNERSHIP

Assistance with community connections and at least 6-months of business mentorship with a local business leader. Leveraging the various relationships the CRA has in place to help drive awareness & opportunities for the coworking space.

---

## FUNDING

Funding of at least \$100,000 to support the launch and growth of the coworking space. Funding will allow for immediate hiring of at least 2 employees, cover overhead for programming that will improve the lives of local business owners and residents and ensure the sustainable growth of the new business.

---

## RENT FORBEARANCE

With rent forbearance for at least 12-months, I will be able to focus on the organic growth of the coworking space without the pressure of making rent.

I will reallocate these funds into marketing and outreach to attract new members and learn the market; hosting events and hiring facilitators for business and other skill-based workshops.

*projected*

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*projected*

# BUSINESS NEEDS

	Costs	Remaining
<b>Total:</b>	<b>\$ 109,650.00</b>	<b>\$(9,650.00)</b>

## Co-Space Delray Beach

### Wages

	Hourly	Wkly Hours	annually
1 - Manager	\$ 25.00	40	\$ 26,000.00
2 - Concierge 1	\$ 20.00	25	\$ 13,000.00
3 - Concierge 2	\$ 20.00	25	\$ 13,000.00
			<b>\$ 52,000.00</b>

### Contractors

	Per Session	Monthly Sessions	annually
yoga instructor	\$ 200.00	4	\$ 9,600.00
business coach	\$ 150.00	2	\$ 3,600.00
biz tax accountant	\$ 200.00	2	\$ 4,800.00
cleaners	\$ 250.00	2	\$ 6,000.00
			<b>\$ 24,000.00</b>

### Expenses

	Per Month	annually
Utilities	\$ 800.00	\$ 9,600.00
internet	\$ 300.00	\$ 3,600.00
snacks	\$ 300.00	\$ 3,600.00
		<b>\$ 16,800.00</b>

## Equipment: Podcast Studio & Coworking

	per unit	units needed	total
mics & stands	\$ 250.00	4	\$ 1,000.00
noise panels	\$ 100.00	10	\$ 1,000.00
digital converter	\$ 350.00	1	\$ 350.00
power banks	\$ 50.00	10	\$ 500.00
			<b>\$ 2,850.00</b>

## Décor

	per unit	units needed	total
wall treatments	\$ 1,000.00	1	\$ 1,000.00
contractor work	\$ 3,000.00	1	\$ 3,000.00
branded items	\$ 5,000.00	1	\$ 5,000.00
signage	\$ 5,000.00	1	\$ 5,000.00
			<b>\$ 14,000.00</b>

*Let's work*  
**TOGETHER!**

CONTACT INFO



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