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Chapter 1: Opening Schedule Checklist

On the following pages, there are a series of checklists for the "opening". Spend at least one hour daily at the construction site to check progress and supervise activities.

Week 1

WEEK 1 DATE OF COMPLETION	PRE-OPENING TASK	CONTACT FOR SUPPORT
	Prepare pre-opening budget	
	<ul style="list-style-type: none"> • Evaluate local distributors-consider the following: • Scope/lines of products available • Delivery times/frequency • Prices on key products • Credit terms • Electronic/Internet ordering options • Other support services offered; business reviews, consultation, staff training, 	
	Order kitchen equipment	
	Vases <ul style="list-style-type: none"> • Order smallwares and tabletop items • Flatware • Tableware • Glassware • Sugar caddies • Smallwares and kitchen utensils • Salt & pepper shakers • Table tents 	
	Setup utilities (gas, electric, phone, etc.)	
	Order beverage service	
	Order exterior signage	
	Order POS system	

WEEK 1 DATE OF COMPLETION	PRE-OPENING TASK	CONTACT FOR SUPPORT
	Establish insurance	
	Start ordering/acquiring store decor	
	Establish menu prices and order applicable materials – menu board lettering, menus, etc.	
	Apply for necessary licenses <ul style="list-style-type: none"> • Health department • Food manufacturer • Water department • Business license • Sales & use tax • Liquor license 	
	Check local health codes/ordinances	
	Determine requirements for alcoholic beverage server	
	Determine local certification requirements (HACCAP training)	
	Order office equipment <ul style="list-style-type: none"> • Copier • Fax • Computer • Calculators 	
	Order office furniture <ul style="list-style-type: none"> • Desk • Chair • Filing cabinet 	
	Establish payroll processing service	
	Arrange for moving company, if needed	

Week 2

WEEK 2 DATE OF COMPLETION	PRE-OPENING TASK	CONTACT FOR SUPPORT
	Check Status of following tax numbers: <ul style="list-style-type: none"> • Sales • Federal • State • Local 	
	Establish banking	
	Obtain bids on the following services: <ul style="list-style-type: none"> • Local trash pick-up • Grease removal • Exterminator • Laundry • Appliance repair • Fire extinguishers • Music system • Alarm & security system • Knife and blade sharpening • Window washing • Dishwasher service 	
	Acquire software needs (MS Office, scheduling, food management software)	
	Determine emergency plans, exit procedures and create maps	
	Acquire music system or service	
	Finalize POS decision.	
	Select pre-opening interview site.	
	Organize pre-opening parties (press events, VIP, contract supplies...)	