Restaurant Checklist

By Campbell Rodriguez

- ☐ Starting out
  - ☐ Choose a concept.
  - ☐ Consider buying a franchise.
  - ☐ Develop a business plan.
  - ☐ Choose a name.
  - ☐ Choose a location.
  - ☐ Choose design and layout.
  - ☐ Decide how much seating will be needed.
  - ☐ Decide on lighting and music.
  - ☐ Determine what licenses are needed and apply for them.
  - ☐ Choose equipment.
  - ☐ Choose food service.
  - ☐ Choose menu and decide on pricing.
  - ☐ Calculate start-up costs.
- ☐ General Operations
  - ☐ Assemble restaurant tool kit.
  - ☐ Set up labor control tools.
  - ☐ Decide what the hours of operation will be for each meal period.
  - ☐ Decide equipment layout in all service stations.
  - ☐ Test all equipment.
  - ☐ Set up exterior landscape service.
  - ☐ Purchase misc items for front desk.
- ☐ Kitchen Operations
  - ☐ Prepare chart showing order & delivery dates from vendors.
  - ☐ Finalize opening supplies orders.
  - ☐ Provide list of all primary and backup vendors.
  - ☐ Determine your needs for linens.
  - ☐ Finalize all order books by product and purveyor & backup.
  - ☐ Finalize beer and wine selections.
  - ☐ Clean, organize and label all shelving.
  - ☐ Set up dish machine service.

- ☐ Schematic all kitchen stations & service stations.
- ☐ Buy quality knives and slicer blades.
- ☐ Develop table numbers and seating charts.
- ☐ Set up soda system installation.

☐ Finance

- ☐ Obtain federal tax number, employer and employee tax numbers.
- ☐ Open bank account.
- ☐ Set up POS charge system.
- ☐ Set up opening budget for tracking.

☐ Staffing

- ☐ Develop projected list of employee needs.
- ☐ Develop pay scales for all crew work groups.
- ☐ Review staffing manual for interviewing and hiring procedures.
- ☐ Identify dates of training.
- ☐ Validate service sequences.
- ☐ Document and train management and staff.

☐ Marketing

- ☐ Hire local PR firm.
- ☐ Set up your website.
- ☐ Send out press releases to all local media.
- ☐ Organize pre-opening press event.
- ☐ Decide any other pre-opening events.