

# 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.