

Start to interview/build team of professionals	
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- attorney, CPA, architect, designer, insurance agent, real estate broker	
Collect info on permits/licenses	
- health, liquor, other	
·	
Insurance	
- identify requirements; building, liability, workmen's comp, other	
- Identity requirements, building, liability, workmen's comp, other	
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Liquor license	
- investigate application process/availability of liquor license	
Credit application sheet	
- create for setting up new accounts, include references	
ordana isi salang ap iran dasaania, madada rararan	
Liquor license	
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- apply for or change license	
English and the Property of th	
Employee meal policy	
- determine policy	
Employee timekeeping system	
- decide on stand alone, time cards, manual, POS	
dollad diffication, time daras, manual, 1 00	
Tax permits	
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- apply for Sales Tax ID (state, local)	
Banking	
- open operating, payroll, reserve accounts	
- order checks, deposit slips	
Payroll processing	
- in-house, outsource	
- III-IIOUSE, OUISOUICE	
Credit and remains and another	
Credit card merchant accounts	
- setup for MC/Visa, Amex, Discover, Others	
Accounting software	
- if accounting done in-house; Quickbooks, Xero, other	
- format P&L consistent with Restaurant System Pro's	
Petty cash	
- setup petty cash fund for cash payments	
- create petty cash reimbursement form	
Deposit procedures	
Insurance	
- verify with your agent that all policies are in force	
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Bank supplies	
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- deposit stamp & pad, deposit bags, deposit slips	



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Permits, licenses, inspections, approvals		
- verify that licenses, etc. have been secured		
Initial change order	<u> </u>	
- get change & small bills from bank		
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POS/merchant accounts		
- test credit card approval/processing		
Receive certificate of occupancy		
Preliminary food & bar menus	· -	
1 · · · · · · · · · · · · · · · · · · ·		
- begin collecting menu & recipe ideas		
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Further define concept		
- type of service, price range, menu		
Points of difference		
- what will make your restaurant unique in terms of menu, service,		
ambiance,		
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Concept validation/testing		
- interview potential customers on your concept plans		
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Determine name of restaurant		
- trade name search (attorney)		
Finalize concept		
- menu, service, unique offerings, price range, ambiance, etc.		
- draft concept statement fully describing concept		
	<u> </u>	
Graphic artist		
- select graphic artist David has a good one		
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Ansul system		
- what are local requirements		
redesign costs		
- get estimates of buildout/construction costs from contractors		
got commutes of buildout constitution costs from contractors		
Evito	├	
Exits		
- panic hardware requirements, emergency lighting		
- fire code requirements		
Handicap access/requirements		
Design-Exterior		
- siding, ramps, windows, awnings, lighting		
- siding, ramps, windows, awillings, lighting		
	 _	
Design-Interior		
- kitchen, bar, dining room, bar, office, lighting		
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General liability insurance		
Patio / outside seating	1	
- design, available seating, permits, w/w station, cost feasibility		
Utilites billing changes		
- change name/party responsible for utility bills		
- electrical, gas, water remember they require deposits		
Utilities		
- determine utility company options		
- choose provider Air conditioning/circulation	-	
Bathroom partitions & accessories	1	
'		
Burgler alarm system		
Canopies & awnings		
Design elements	·	
- logo, colors, type style		
- logo, colors, type style		
Door locks	1	
- deadbolts, re-key locks prior to opening		
Door/exits hardware		
- alarms, push bars, emergency escape		
Interior painting		
Kitchen fire control		
- design & setup system		
List of inspectors	1	
- building, fire, electrical, plumbing, health		
Smoke detectors		
- wire to alarm system		
Coursed/mousic systems		
Sound/music system		
Steel/railings		



Exterior signage		
- primary, handicap, reserved, hours of operation, delivery times		
Cumpliar contractor cub contractor contacto		
Supplier, contractor, sub-contractor contacts		
- create master phone & contact list with emergency numbers		
Electrical labeling		
- label switches, breakers and check for accessibility		
last time is the area and the area as a second land		
Alarm avetem		
Alarm system		
- install & inspect		
Beverage service		
- set up installation of post mix system, coffee, iced tea		
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Fire extinguishers	-	
- install with visible operating instructions		
Equipment lists		
- kitchen, bar, dining room, bar, office		
Lease or purchase kitchen equipment		
· · · · · · · · · · · · · · · · · · ·		
- shop equipment leasing companies		
	<u> </u>	
Exterior signage		
- get local code/permit/approval requirements		
Safe for office		
- determine type, bid & order		
- determine type, bid & order		
Company is attached to the company of the company o		
Communications/phone system		
- phone lines for office, fax, kitchen, hostess station		
- pagers, cell phones, fire & burglar alarms		
Interior signs		
- menu boards, restrooms, fire exit, hand wash, wait to be seated		
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Office equipment		
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- copier, fax, computer, printer, calculators		
Office furniture		
- desk, chairs, filing cabinet, shelving		
Receiving scale		
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- minimum 200lb capacity		
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Restrooms		
- hand towel/dryer dispensers, soap dispensers, hand soap,		
baby changing tables		
Janitorial equipment		
- wet floor signs, mops, buckets, vacuum		
wor noor signs, mops, buokets, vacuum		
- trash cans, cordless dust pan		



Equipment tests	
- test each piece with supplier prior to training	
Kitchen clock	
- purchase & install	
Ansul system	
- inspect	
Storage shelves	
- clean, organize & label; walk-in, freezer, dry storage	
Calibrate temperatures on equipment	
- fryers, griddle, oven, stove, other	
Check walk-in & refrigeration temperatures	
Clean & sanitize walk-in, freezer	
Clour a Garnazo Waik III, 1100201	
Test all equipment	
Final clean all equipment	
Hang pictures, wall decore	
Install interior plants	
Run ice machine	
- empty/sanitize/refill	
- find ice company for backup	
Financing	
 investigate potential sources for startup capital savings, family, friends, banks, SBA, investors 	
Bank/SBA lending	
- find banks that have financed restaurant startups	
List of possible names for restaurant	
- solicit ideas from friend, relatives	
Business entity- consider corporation, LLC, partnership, limited	
partnership	
- seek guidance from CPA/attorney	



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Business plan or at least budget projections	
- complete business plan	
- Sampara Masarasa pama	
Landlord approvals	1
- determine what items require landlord approval	
- plans, signage, other	
Tax ID numbers/accounts	
- apply for federal, state unemployment insurance, state sales tax	
Line of credit easier now than later if things don't go well in the begining	
- set up working capital line of credit with bank	
Beer	
- decide what bottled / draft beers to stock	
Food inventory	
- create master inventory list of all ingredients/products to stock	
Liquor	1
- determine well/premium/super premium brands	
- determine well/premium/super premium brands	
Liquor, beer & wine inventory	· -
i i	
- create inventory worksheets for taking physical inventories	
- download Inventory Worksheet template on RestaurantOwner.com	
Price menu	
- determine final price points on all menu items	
Standard recipe files	
- begin building recipe binder & laminated recipe card for menu items	
- prepare recipe cards for all batch recipes	
Wine	1
- determine wines to stock	
asternano milas to stock	
Wine list	· -
- design & print	
· ·	
- include in main menu?	ł
HACCAP training / certification	
- determine local/state certification requirements	
- arrange for manager/employee certification	│
Menus	
- covers & inserts, to-go, catering, children's	
	<u> </u>
Initial food order	
- prepare & place initial order	
- request free samples from suppliers to test	
- have sufficient quantites for testing & training	
- nave sumblem quantites for testing & training	<u> </u>
Photographs of menu items	
- for display in kitchen area	



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Initial alcoholic beverage order		
- prepare & place initial order		
Menu boards & pictures	İ	
- determine type, design, order		
1		
- pictures of key menu items bundled with side & beverage		
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Banners		
- NOW HIRING /COMING SOON / NOW OPEN	İ	
Gift certificates	ŀ	
- design & print	İ	
- program gift certificate sales keys into POS (both sale & redemption)		
Local charities	1	
	İ	
- choose which charity(s) to support	İ	
- consider a "charity night" pre-opening party		
Printing		
- stationary, envelopes, labels, business cards	İ	
- invitations for opening parties]	
Public relations for opening	İ	
- send out press releases to local media outlets		
Yellow page ad	İ	
- determine if yellow page advertising makes sense		
- inquire about timing of next printing cycle	İ	
Opening party(s)	İ	
- press event, VIPs, contractors & suppliers	İ	
- create guest lists, send invitations	İ	
	1	
Insurance agent		
- building, general liability, liquor liability, workman's comp, group	İ	
medical		
Dining room cleaning	İ	
- carpet, flooring, rest rooms	İ	
- select outside vendor		
Music		
- Muzak, ASCAP, BMI (music licensing)		
- satellite radio		
Chemicals		
- select approved vendor		
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Grease trap		
- select approved vendor		
- Select approved veridor		
Trash disposal		
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- select approved vendor		
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Window washing		
- do in-house or outsource		
- select approved vendor	1	



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Building & HVAC repairs]	
- select approved vendors		
Dishwasher service	1	
- select approved vendor		
Laundry & linen	1	
- select approved vendor		
Equipment repairs	1	
- select approved vendors		
Hours of operation	1	
- determine for each day/meal period		
,		
Happy hour	1 l	
- determine special, prices, food		
- check state/local laws regarding happy hour/discount programs		
Menu analysis	1 I	
- determine items for signature or high promotion status		
- base decision on gross profit margin, ease of preparation, quality		
Menu item cost	1	
- calculate raw food cost on all menu items		
- rank each categorie's items by gross profit margin		
Prep lists with pars	1	
- create prep lists with par levels		
oroate propriete war par levels		
Product specs	1	
- create detailed product specs for all food products		
- grade, size, packaging, brand, etc.		
Reservation policy	1	
- determine if you will take reservations or not		
- consider "call in" program to place names on wait list only		
Station setup sheets with pars	1	
- for kitchen & dining room(s)		
Bulletin board	1 l	
- for employee schedule, mandadory postings		
- choking poster		
Children's amenities	†	
- menu, crayons, coloring book, high chairs, booster seats, balloons		
, stayono, ostorny book, riigh onano, bookor osako, bandono		
Cleaning & maintenance schedules	1 l	
- set up schedules & procedures		
The second secon		
Emergency numbers	†	
- map, directions to hospital		
- make arrangements with local doctor, clinic		
Entertainment	†	
- obtain permits if required		
- create list of potential entertainers		
ordate not or potential entertainers]	



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Approved vendor list		
- create Master Approved Vendor List		
- include primary & backup vendors		
Birthday specials		
- determine policy, special desserts, b-day song, other		
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Seating chart & waitstaff sections		
- create seating chart diagram with waitstaff sections		
The state of the s		
Order & delivery schedule		
- prepare weekly schedule with each vendor's order & deliver dates		
Padlocks for cooler doors		
- create control system for access & keys		
- limit access to storage rooms to deliveries & requisition into production		
Deposit bags		
- obtain from bank		
22.5		
Hostess stand supplies		
- reservation book, call clock, pencils, notebooks, kid's stuff		
Possituation additional positions, fieldaddition, find a diam		
Light levels		
- determine for each meal period		
- label light switches		
Change order		
- prepare initial change order; change & small bills		
- propare initial change order, change & small bills		
Check inventory levels		
- on all food, beverage, paper & supplies		
- prepare orders for opening week		
Opening inventory		
- take full physical inventory on all food & beverage items night before		
opening		
Customer comment cards		
- design & print		
Employee benefits		
- determine insurance coverage (medical, dental, life, disability) &		
j ,		
eligibility Employee job descriptions		
1 ' * * '		
- create for all staff & management positions		
Management team		
<u> </u>		
- start interviewing/selection process		
Organizational chart		
- create organizational chart for restaurant		
- Greate organizational chart for restaurant		
Employee handbook		
- create to document and communicate all employee & employment		
practices		
produced	i j	



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Employee training manuals		
- create for all positions		
'		
Management training materials	1	
- personnel hiring, training & management		
- operations		
<u> </u>	-	
Master training schedule		
- create schedule for staffing training leading up to opening day		
Sidework procedures & schedules		
- create server/front-of-house sidework checklists		
]	
Staff pay scales		
- determine starting pay scales for each position		
- determine employee review/raise policies		
Staffing needs		
- determine number of new hires needed by position		
- plan for turnover, hire hire extra full time equivilents		
Employee recruiting	1 1	
- newspaper ads, "NOW HIRING" banner		
- recruiting missions		
Pre-opening interview site	 	
1		
- trailer, temporary office		
- equip with phone, furniture, hiring/selection forms		
Assemble new employee materials		
- application forms		
- uniforms]	
Employee files		
- set up for employment application, status changes, other personnel		
records		
OSHA		
- review OSHA standards with managers		
-		
Alcoholic beverage server certification	1	
- determine state/local requirements		
- assign employee(s) for certification course		
Safety checklist & audit	1	
- create safety checklist & perform safety audit		
- Greate safety offeotifist & perform safety addit		
Begin staff training	1 1	
Safety & first aid training	 	
Safety & first aid training		
- conduct training program for all employees		
Finally, an animal and the second of the latest		
Finalize opening week employee schedules		
- staff heavy		
- plan for turnover, no-shows		
Uniforms		
- finalize design; kitchen, service, bar, host staffs, managers		
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Dishroom items] !	
- bus carts, bus tubs, glass racks, tray racks		
- chemicals, detergents		
Smallware & kitchen utensils] .	
- source, specs, bid order I can help		
Dining room] !	
- high chairs		
- infant cradles		
Bar		
- blender		
- ice machine		
Tabletop items		
- tableware, flatware, glassware, sugar caddies, table tents, vases		
- salt & pepper shakers	_	
Employee name tags		
]	
First aid kit		
- emergency burn kit		
Tip trays, check presentation folders		
- may be free from AMEX/MC or VISA		
	_	
Initial chemicals order		
- degreasers, drain treatment		
- disinfectants, sanitizers	4	
Linen		
- table cloths, napkins, bar & kitchen towels		
	4	
Initial paper good order		
- napkins, take-out, delivery, coasters, doggie bags		
- straws, cups, lids	4	
Janitorial supplies		
- carpet, tile, floor cleaner, spot remover		
- gum solvent, liquid hand soap, paper towels, toilet paper	4	
POS phone line		
- dedicated line for charge approvals		
- tie into DSL/cable line	4	
POS system		
- list requirements		
- download POS Evaluation Worksheet	4	
Website		
- register domain name		
- contact web design firm	-	
Computer software		
- Microsoft office, scheduling, food management		
Phone on hold message	-	
- select service provider		
- message/music		
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