

# Restaurant Startup Checklist

## Countdown to Opening

Months Before Opening	Category	Activity	Responsible Person/Party	Target Completion Date	Status/Date Completed
5	<b>Design/Construction</b>	Water service - Permits, procedures, plans, installation, inspection			
5	<b>Finance/Legal</b>	Tax ID numbers/accounts - apply for federal, state unemployment insurance, state sales tax			
5	<b>Ongoing Services</b>	Insurance agent - building, general liability, liquor liability, workman's comp, group medical			
5	<b>Operations</b>	Table mix & arrangement - determine mix of 2 top, 4 top, round, booths - determine booth / table positions, table numbers			
4	<b>Administration</b>	Liquor license - apply for - consider hiring firm to assist in processing application			
4	<b>Design/Construction</b>	Water quality - test for hard water, take bids for water softening, filtration			
4	<b>FF&amp;E</b>	Safe for office - determine type, bid & order			
4	<b>Food &amp; Beverage</b>	List of available suppliers - create list of suppliers for food, beverages & supplies			
4	<b>Marketing</b>	Menu boards & pictures - determine type, design, order - pictures of key menu items bundled with side & beverage			
4	<b>Marketing</b>	Banners - NOW HIRING /COMING SOON / NOW OPEN			
4	<b>Operations</b>	Hours of operation - determine for each day/meal period			
4	<b>Operations</b>	Vending machines - cigarettes, pay phones, video games, other			
4	<b>Personnel</b>	Employee benefits - determine insurance coverage (medical, dental, life, disability) & eligibility - vacation, meals, comps, tuition reimbursement, other			
4	<b>Personnel</b>	Employee job descriptions - create for all staff & management positions - download templates on RestaurantOwner.com			