

Part 1: Where to Start

Congratulations on your upcoming new restaurant opening. This manual was designed to give you “how-to” instructions and provide you with the support material required to make your opening a success. Within this manual you will find checklists, marketing plans, hiring and training information, and much more.

This manual uses checklists to track activities along with suggested timelines.

To make best use of this manual we suggest that you:

- Step 1:** Scan each section to get an overall look at the restaurant opening process.
- Step 2:** Review the week-by-week checklist and enter calendar dates for each week.
- Step 3:** Become familiar with the sequence of events listed in each of the sections of the manual.
- Step 4:** As you begin the process, check off the items on the lists as you complete them.

Before Getting Started

Opening a restaurant takes time, patience, and enormous work to make sure everything is done on deadline, on budget, and according to specifications.

Here are some suggestions to help you stay on course:

- Study your lease so you know your responsibilities before, during, and after construction.
- Check with the contractor to make sure local authorities have approved plans and that you meet zoning regulations.
- Make sure you have applied for federal, state, and local tax numbers.
- Check with your contractor to make sure you have received all licenses pertaining to your area.
- Have a storage area available where you can store equipment, smallwares, supplies, etc. as you receive them. This way you do not have to coordinate with your contractor to receive items at the restaurant site.
- Your first priority is to the building and supplying of your restaurant. Work closely with your contractor. He will rely on you to explain the operation of your business.



**Do not assume anything!
Put everything you want done, in writing.**