

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.