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# Chapter 1: Opening Schedule Checklist

On the following pages, there are a series of checklists for the “opening”. Spend at least one hour daily at the construction site to check progress and supervise activities.

## Week 1

WEEK 1 DATE OF COMPLETION	PRE-OPENING TASK	CONTACT FOR SUPPORT
	Prepare pre-opening budget	
	<ul style="list-style-type: none"> <li>• Evaluate local distributors-consider the following:</li> <li>• Scope/lines of products available</li> <li>• Delivery times/frequency</li> <li>• Prices on key products</li> <li>• Credit terms</li> <li>• Electronic/Internet ordering options</li> <li>• Other support services offered; business reviews, consultation, staff training,</li> </ul>	
	Order kitchen equipment	
	Vases <ul style="list-style-type: none"> <li>• Order smallwares and tabletop items</li> <li>• Flatware</li> <li>• Tableware</li> <li>• Glassware</li> <li>• Sugar caddies</li> <li>• Smallwares and kitchen utensils</li> <li>• Salt &amp; pepper shakers</li> <li>• Table tents</li> </ul>	
	Setup utilities (gas, electric, phone, etc.)	
	Order beverage service	
	Order exterior signage	
	Order POS system	

WEEK 1 DATE OF COMPLETION	PRE-OPENING TASK	CONTACT FOR SUPPORT
	Establish insurance	
	Start ordering/acquiring store decor	
	Establish menu prices and order applicable materials – menu board lettering, menus, etc.	
	Apply for necessary licenses <ul style="list-style-type: none"> <li>• Health department</li> <li>• Food manufacturer</li> <li>• Water department</li> <li>• Business license</li> <li>• Sales &amp; use tax</li> <li>• Liquor license</li> </ul>	
	Check local health codes/ordinances	
	Determine requirements for alcoholic beverage server	
	Determine local certification requirements (HACCAP training)	
	Order office equipment <ul style="list-style-type: none"> <li>• Copier</li> <li>• Fax</li> <li>• Computer</li> <li>• Calculators</li> </ul>	
	Order office furniture <ul style="list-style-type: none"> <li>• Desk</li> <li>• Chair</li> <li>• Filing cabinet</li> </ul>	
	Establish payroll processing service	
	Arrange for moving company, if needed	

## Week 2

WEEK 2 DATE OF COMPLETION	PRE-OPENING TASK	CONTACT FOR SUPPORT
	Check Status of following tax numbers: <ul style="list-style-type: none"> <li>• Sales</li> <li>• Federal</li> <li>• State</li> <li>• Local</li> </ul>	
	Establish banking	
	Obtain bids on the following services: <ul style="list-style-type: none"> <li>• Local trash pick-up</li> <li>• Grease removal</li> <li>• Exterminator</li> <li>• Laundry</li> <li>• Appliance repair</li> <li>• Fire extinguishers</li> <li>• Music system</li> <li>• Alarm &amp; security system</li> <li>• Knife and blade sharpening</li> <li>• Window washing</li> <li>• Dishwasher service</li> </ul>	
	Acquire software needs (MS Office, scheduling, food management software)	
	Determine emergency plans, exit procedures and create maps	
	Acquire music system or service	
	Finalize POS decision.	
	Select pre-opening interview site.	
	Organize pre-opening parties (press events, VIP, contract supplies...)	