



# Restaurant Opening Checklist

| Category & Tasks                                                    | Done (✓) | Remarks |
|---------------------------------------------------------------------|----------|---------|
|                                                                     |          |         |
| <b>PLANNING &amp; RESEARCH</b>                                      |          |         |
| - Define restaurant concept (cuisine, theme, style)                 |          |         |
| - Conduct market research (target customers, competitors, pricing)  |          |         |
| - Prepare a business plan (vision, operations, financials)          |          |         |
| - Choose business structure (sole proprietorship, partnership, LLC) |          |         |
|                                                                     |          |         |
| <b>LOCATION &amp; SETUP</b>                                         |          |         |
| - Select suitable location                                          |          |         |
| - Negotiate lease agreement                                         |          |         |
| - Check zoning and safety compliance                                |          |         |
| - Plan restaurant layout (dining, kitchen, storage, restrooms)      |          |         |
|                                                                     |          |         |
| <b>LEGAL &amp; LICENSING</b>                                        |          |         |
| - Register business name                                            |          |         |
| - Apply for business license                                        |          |         |

|                                                        |  |  |
|--------------------------------------------------------|--|--|
| - Obtain food service permits                          |  |  |
| - Get health department approvals                      |  |  |
| - Fire safety clearance                                |  |  |
| - Apply for liquor license (if needed)                 |  |  |
| - Register for Tax IDs                                 |  |  |
| - Purchase business insurance                          |  |  |
|                                                        |  |  |
| <b>INFRASTRUCTURE &amp; EQUIPMENT</b>                  |  |  |
| - Purchase kitchen equipment                           |  |  |
| - Buy dining furniture & décor                         |  |  |
| - Install POS system                                   |  |  |
| - Set up utilities (gas, water, electricity, internet) |  |  |
| - Stock initial inventory                              |  |  |
|                                                        |  |  |
| <b>STAFFING</b>                                        |  |  |
| - Hire chefs, cooks, servers, bartenders, cleaners     |  |  |
| - Train staff in hygiene, safety, and customer service |  |  |
| - Set up payroll system                                |  |  |
|                                                        |  |  |
| <b>MARKETING &amp; BRANDING</b>                        |  |  |
| - Finalize restaurant name & logo                      |  |  |
| - Create website & social media presence               |  |  |
| - Plan marketing campaigns & promotions                |  |  |
| - Design and print menus                               |  |  |

|                                          |  |  |
|------------------------------------------|--|--|
|                                          |  |  |
| <b>FINANCIAL &amp; OPERATIONS</b>        |  |  |
| - Open business bank account             |  |  |
| - Arrange funding/loans                  |  |  |
| - Set up accounting & bookkeeping system |  |  |
| - Sign supplier contracts                |  |  |
|                                          |  |  |
| <b>PRE-LAUNCH</b>                        |  |  |
| - Conduct kitchen workflow test          |  |  |
| - Organize menu tasting                  |  |  |
| - Do a soft opening                      |  |  |
| - Launch grand opening campaign          |  |  |