

RESTAURANT STARTUP CHECKLIST TEMPLATE

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ACTION	PRIORITY	PROGRESS STATUS	APPROVAL STATUS	DATE DESIRED	DATE COMPLETED
Begin business and marketing plans					
Obtain requirements from Department of Health					
Examine and analyze possible locations					
Determine start-up costs and necessary funding					
Find funding sources					
Hire attorney and accountant or bookkeeper					
Finalize location. Check zoning, parking, and other local restrictions					
Finalize business name.					
Obtain Internet domain for business name					
Complete business and marketing plans					
Procure final financing or capital					
Resolve business legal entity					
Finalize business legal structure and file appropriate paperwork					
Apply for FEIN and submit tax information to IRS					

ACTION	PRIORITY	PROGRESS STATUS	APPROVAL STATUS	DATE DESIRED	DATE COMPLETED
Apply for licenses and permits with health department, liquor board, and any others					
Start bank account in business name					
Select credit card POS system					
Determine lease parameters with landlord.					
Set up utilities, including phone, electrical, gas, and internet as needed					
Deposit funds from financing or investors in business bank account					
Finalize necessary insurance					
Purchase or lease kitchen and bar equipment					
Finalize business license					
Produce employee handbook					
Hire employees and complete all needed human resources paperwork					
Obtain required employment notices and posters from state or municipality					
Design logo					
Implement marketing plan for opening					

ACTION	PRIORITY	PROGRESS STATUS	APPROVAL STATUS	DATE DESIRED	DATE COMPLETED
Soft opening					
Schedule grand opening					
Launch business/Grand opening					
Review procedures and adjust for regular business					

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