

# The Essential Checklist to Opening a Restaurant



## Opening a restaurant is a very big endeavor.

You've secured financing, finished your market research, and developed a business plan. But the hard part is just beginning.

The following checklist is designed to help

### 6 Months Out

- Secure a lease
- Apply for a business license\*
- Apply for a liquor license\*
- Acquire signage permits\*

\*Once you have an address.

keep you and your team open your doors on schedule — and on budget — in what will likely be the busiest time of your entire career. Use it to stay on track from week to week on the road to your brand new restaurant!

### 5 Months Out

- Install outdoor signage and window lettering

### **3–4 Months Out**

- File for health permits
- Make an appointment with state health inspector
- Write job descriptions for every position
- Post employment opportunities online
- Purchase fixtures and furniture
- Buy or lease kitchen equipment
- Order all smallwares
- Order a POS (point of sale) system

### **2 Months Out**

- Review staffing needs per shift
- Plan employee training procedures on cleaning, safety, cash handling, and hospitality
- Set-up ordering process with a food vendor

### **6-8 Weeks Out**

- Determine food production schedule
- Review menu prices
- Create portion guides for your chefs
- Establish safety program and emergency medical procedures
- Order thermometers
- Establish temperature charts for all refrigerators and freezers
- Communicate special orders to your food supplier
- Set open date and hours of operation
- Establish delivery standards with all vendors
- Plan marketing tactics for opening

### **4-6 Weeks Out**

- Finish hiring employees
- Set work schedules
- Order uniforms for front and back of house staff
- Set-up employment law poster area
- Order all safety equipment

### **4–6 Weeks Out (CONTINUED)**

- Get Servsafe® sanitation certification
- Order cleaning and sanitizing equipment
- Establish trash removal procedure

### **3 Weeks Out**

- Formulate all recipes
- Print out station recipe cards
- Set-up cold and dry inventory spaces
- Program your POS
- Train cashiers
- Create a Facebook page
- Establish a Yelp account
- Reach out to your local chamber of commerce
- Organize the dish room

### **2 Weeks Out**

- Order all food and disposables
- Assemble back of house station books
- Assemble front of house seating and reservation books
- Purchase a tool box
- Purchase a first aid kit
- Order printer paper for your POS
- Test your ticketing system

### **1 Week Out**

- Receive all products and inspect
- Test station equipment
- Confirm all your smallwares are in place
- Set-up a brand station with menus and packaging
- Print your menus

### **5 Days Out**

- Do a test run before going public



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— Deborah Boardman-Lefevre, Owner  
*M Restaurant, Philadelphia, PA*  
*Rewards Network client since 2011*

Want to learn more about how Rewards Network can help your restaurant grow?

Contact us today:

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