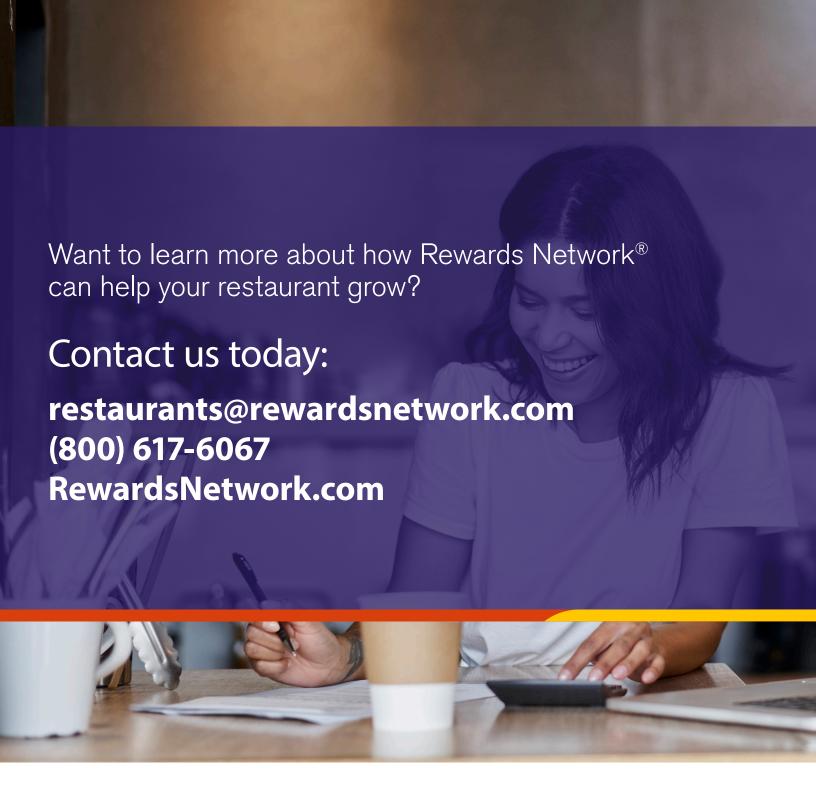
rewards network

The essential checklist to opening a restaurant



First	🕮 2 months out
☐ Establish a restaurant concept	☐ Outline staffing needs to determine the volume of
☐ Determine your restaurant's name	staff necessary for each shift
■ 5 -6 months out □ Finalize a budget	 Create training procedures for employees on cleaning, safety, cash handling, and hospitality inspector
☐ Find a building to rent or buy that fits in your	
budget for your restaurant location	■ 6-8 weeks out
☐ Curate and design a menu	□ Determine food production needs—decide what
☐ Find local distributors and food vendors	you can do in batches, what can be prepared the
☐ Order equipment	night before, and what needs to be prepared fresh upon order
☐ Kitchen—Ovens, freezers, slicers, etc.	 Establish temperature charts for all refrigerators,
☐ Dining Room—Tables, chairs, dishes, etc.	freezers, and in-production food items
 Safety equipment—Wet floor signs, fire extinguishers, floor padding, etc. 	 Communicate an open date and special orders to your food suppliers
☐ Office equipment—Pens, computer, paper, etc.	☐ Establish delivery standards with all vendors
☐ Once you have a business address:	☐ Review price and portion guides for menu
 Apply for a business license with your city or county 	☐ Establish a safety program and emergency medical procedures for your staff
 Acquire signage permits with your 	☐ Set an opening date and hours of operation
local municipality	☐ Create a website—consider online reservations
☐ Install outdoor signage and window lettering	and ordering
on location	☐ Create Facebook, Instagram, and TikTok accounts
(****) .	to promote your restaurant
3-4 months out	☐ Create a marketing plan to promote the
☐ File for health permits	grand opening
 Arrange an appointment with the state health inspector 	☐ Establish a Yelp account and a Google Business Profile and populate the pages with as much
☐ Determine job descriptions for each position in	information as possible
your restaurant	☐ Make sure the smoke alarms and security systems
☐ Post employment opportunities	are working properly

4-6 weeks out	2 weeks out (continued)
☐ Finish hiring employees ☐ Set employee schedules	☐ Assemble front-of-the-house directions with station diagrams, reservation system instructions,
☐ Order uniforms for front- and back-of-the-house	and bussing station books
staff	☐ Purchase a toolbox
☐ Get sanitation certification for required staff	☐ Purchase a first aid kit
☐ Order cleaning and sanitizing equipment, including hand sanitizer	☐ Order printer paper for your POS system and test the ticketing system
☐ Establish trash/recycling removal and recycling procedures	☐ Organize food and other supplies
☐ Find floor padding and rug cleaners	蹦 1 week out
☐ Find a uniform cleaner	☐ Inspect all products received
☐ Find a cable/internet provider	☐ Test station equipment
	☐ Confirm all smallware is in place
iii 3 weeks out	\square Set up a brand station that includes menus,
☐ Start training employees	packaging, and other to-go items
☐ Formulate all recipes and print out station cards	☐ Finalize the menu and print
☐ Set up inventory spaces, both cold and dry	
☐ Program your point-of-sale (POS) system and	5 days out
train cashiers	Soft opening—invite family, friends, and influencers
☐ Invite your local chamber of commerce and neighborhood associations to the soft opening	to an unofficial launch of your new restaurant, so you can test out your menu items and service
☐ Organize the dish room, slop sink, and pot sink area	on customers, incorporate their feedback, and implement improvements before officially opening your doors to the public. Also, be sure to encourage your customers to post their positive dining
2 weeks out	experience on social media and tag your restaurant
☐ Order all food and disposables	for increased brand awareness.
☐ Assemble back-of-the-house station books,	
including diagrams, recipes, photographs,	
toppings list, and portioning guides	



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