**Restaurant Opening Checklist**

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| --- | --- | --- | --- | --- | --- |
| Category | Months Before Opening | Activity / Task | Responsible Party/Department | Completion Date | Status |
| Admin | Two | Deposit procedures  set up processes, drops, pickups, etc. |  |  |  |
| Admin | Two | Insurance  confirm with your insurance agent that all policies are all ready for launching |  |  |  |
| Admin | Two | Petty cash  make a petty cash reimbursement form |  |  |  |
| Admin | One | Bookkeeping / Accounting  hire a CPA to review sales, payroll, deposit & other matters before you decide to go live |  |  |  |
| Admin | One | Bank supplies  deposit slips, deposit stamp, etc. |  |  |  |
| Admin | One | Licenses, permits, etc.  confirm that all necessary licenses are secured |  |  |  |
| Concept Development | Twelve | Research trends & concepts  gather information on interesting concepts |  |  |  |
| Concept Development | Eleven | Establish menu price range  study the price range of restaurants in your locale |  |  |  |

**To Use This Document**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

