

New Store Checklist

NOW THAT YOU’VE SIGNED YOUR FRANCHISE AGREEMENT...

This checklist is designed to work in tandem with the New Store Opening Plan. The New Store Opening Plan manual gives you details on each category and line item on this checklist. Use the checklist to keep yourself on track.

TASK	WHO	COMMENTS	COMPLETE
Lease negotiated and signed			
Architect Hired			
Financing approved and funded			
Floor plans completed and approved			
Contractor hired			

12 Weeks Out

TASK	WHO	COMMENTS	COMPLETE
Set up your company			
Hire your accountant			
Federal I.D. number			
State I.D. number			
State Board of Equalization seller’s permit			
Obtain Beer and Wine License			
Set up Insurance			
Develop marketing plan			
Review operations plan			

10 Weeks Out

TASK	WHO	COMMENTS	COMPLETE
Schedule your training			
Conduct a competitive analysis			
Review market demographic profile			
Complete food handler’s certification			
Hang “coming soon” banner			
Set up location phone number			
Set up company email			
Order business cards			
Establish Menu pricing			
POS system (your cash register)			
Signage company			
Equipment order			

CHRONIC TACOS

8 Weeks Out

TASK	WHO	COMMENTS	COMPLETE
Smallwares order			
Uniforms			
Credit Card Services			

6 Weeks Out

TASK	WHO	COMMENTS	COMPLETE
Set up utility accounts			
Manager/key team members			
Order uniforms from portal			
Develop a staffing plan			
Set up your merchant account			
Pre-authorized account (ACH)			
Set up all vendors			
Broadline distributor			
Beverage Equipment			
Set up payroll service			
Order federal/state labor multi-posters			
Set up phone list for vendors			
Purchase computer/printer/scanner			
Develop restaurant operating policies			

4 Weeks Out

TASK	WHO	COMMENTS	COMPLETE
Develop your grand opening plan			
Order P.O.P. materials/signage			
Contact food/beverage/beer vendors			
Schedule team member training			
Start hiring			
Obtain business license			
Follow up on equipment			

2 Weeks Out

TASK	WHO	COMMENTS	COMPLETE
Follow up construction			
Call Cintas			
Follow up hiring			
Set up POS system			
Purchase office supplies			
Write opening training schedule			

CHRONIC TACOS

2 Weeks Out (continued)

TASK	WHO	COMMENTS	COMPLETE
Set up pest control service			
Set up linen service (Cintas)			
Contact fire and police departments			

1 Week Out

TASK	WHO	COMMENTS	COMPLETE
Training begins			
Follow up on smallwares order			
Follow up on construction schedule			
Follow up hiring			
Set final date for opening			
Set final training schedule			
Post hours of operations on front door			
Display all marketing materials			
Completely organize office			
Check prices in POS system			
Place initial Food and Beer order			
Set up operational systems			
Complete all new hiring paperwork			
Organize entire restaurant			
Pick up change fund			
Follow up on VIP party			
Set up telephone/take out order area			
Post emergency phone numbers			
Post fire extinguishers			
Label breaker box			
Post business licenses/permits			
Post food handler’s certification			
Set up bulletin board			
Install first aid kit			
Completely clean restaurant			
Pre-opening training			
Training schedule for new store opening			

After You Open

TASK	WHO	COMMENTS	COMPLETE
Marketing Plan			
Continue Training			
Set Up Evaluation Table			

CHRONIC TACOS

After You Open (continued)

TASK	WHO	COMMENTS	COMPLETE
Follow up hiring			
Set final date for opening			