

The background is a solid red color with several abstract geometric shapes. There are several triangles of varying sizes and orientations, some filled with a white-to-red gradient and others with a white-to-red hatched pattern. A vertical white line is positioned on the left side of the page.

Milestone Checklist

www.KRGhospitality.com

Comprehensive Insight into the Start-Up of the 'Average' Restaurant

MILESTONE CHECKLIST

This start-up checklist is to be used as a general guide and may not reflect specifics to your project or municipality as most restaurant start-ups have over 500 tasks to complete!

Due to the tremendous job scope in addition to the required planning, organization, and communication skills required to start a successful restaurant - we highly recommend working with a team of professionals to save time & financial resources.

Here are some of the more critical tasks to consider out of the list of 500 unique tasks:

PLANNING & ADMINISTRATION

- Complete Your Feasibility Study
- Develop Your Concept & Brand Plan
- Develop and Test a Layout/Drawing
- Complete a Strategic Business Plan
- Complete a Marketing & Tech Stack Plan
- Complete Site & Leasing Analysis
- Complete a Commercial Inspection
- Finalize Your Start-Up Budget
- Analyze & Secure Required Funding
- Business Name + Corporate Filing
- Setup Required Bank Accounts
- Setup Tax and Payroll Accounts



MILESTONE CHECKLIST

YOUR SUPPORTING CAST

- Secure Accountant/Bookkeeper
- Secure Business Insurance Broker
- Secure Business & Liquor License Lawyer
- Secure Real Estate Agent / Broker
- Secure Restaurant & Bar Consultant
- Secure Brand & Marketing Agency
- Secure Project Engineer
- Secure Interior / Permit Designer
- Secure General Contractor & Trades
- Consider Working w/ a Mentor / Coach

SITE DEVELOPMENT

- Secure Property of Choice
- Sign Commercial Lease w/ Agent
- Submit Drawings to Municipality
- Start & Manage Project Renovations
- Submit Liquor License Requirements
- Submit Health Dept. Requirements
- Set a SMART Opening Date Proposal
- Setup and Place Deposits for Utilities
- Develop Seating Strategy for Layout
- Source Kitchen & Bar Equipment
- Source Exhaust Hood Supplier
- Source Millworker & Speciality Supply
- Source Furniture Supplier (if needed)



MILESTONE CHECKLIST

SITE DEVELOPMENT

- Source Interior & Exterior Signage Co.
- Source Pest Control & Fire Safety
- Source Grease Trap Cleaning
- Source Used Oil Pickup / Recycling
- Source Janitorial Duties & Suppliers
- Source Exhaust Hood Cleaning
- Follow-Up Inspections & Occupancy

OPERATIONS DEVELOPMENT

- Complete a Kitchen Workflow Plan
- Complete Bar & Take-Out Workflow
- Complete Service Sequence Analysis
- Complete Delivery Service Setup
- Source Food & Beverage Suppliers

OPERATIONS DEVELOPMENT

- Source Small-Wares Suppliers
- Source Take-Out Container Suppliers
- Secure Telecommunication Suppliers
- Secure Security, Sound, & Video
- Apply for any Music Licenses
- Secure Point-of-Sale & Tech Systems
- Develop FOH & BOH Checklists
- Develop Recipe Books for Kitchen & Bar
- Develop Food & Beverage Inventory
- Develop F&B Pricing & Cost Outs
- Develop Daily Opening/Closing Lists
- Prepare Daily Emergency Contacts
- Setup Vendor Delivery & Payment Schedule



MILESTONE CHECKLIST

BRAND DEVELOPMENT

- Develop Your Core Statements
- Complete F&B Concept Stage
- Complete F&B Testing Stage
- Complete F&B Presentation Stage
- Develop Graphic Design / Branding Kit
- Source Menu Cover Supplier (dine-in)
- Design & Print Needed Menus
- Develop Website & Social Media Acct.
- Develop & Complete Photo Shoot
- Develop a Promo Video Strategy
- Develop 'Coming/Opening Soon' Plan
- Develop Launch Media Strategy
- Plan For and Execute a Soft Opening

TEAM DEVELOPMENT

- Develop Staff Hiring Strategy
- Develop HR & Compliance Forms
- Develop On-Boarding Manuals
- Develop Staff Training Programs
- Source Staff Uniform Suppliers
- Setup Job Advertisements
- Promote Job Fair or Interview Dates
- Setup and Hold Interviews
- Hold a Staff Orientation Night
- Hold a Staff Building Exercise Shift
- Execute Staff Training Programs
- Create Brand Ambassador Program



TIMELINE: 6-8+ MONTHS

Average Restaurant by KRG Hospitality Inc.

