

New Restaurant Opening Checklist

Plan the work from business setup through soft opening, launch week, and the first review.

Business setup

- ☐ Confirm business structure, insurance, and banking
- ☐ Set budget and opening timeline
- ☐ Confirm local licences and compliance requirements

Location, suppliers, and equipment

- ☐ Confirm utilities and internet
- ☐ Set up supplier accounts and delivery routine
- ☐ Install and test equipment
- ☐ Plan storage, packaging, and signage

Staffing and training

- ☐ Hire the opening team
- ☐ Create roles, rota, and key procedures
- ☐ Train staff on service, menu, cleaning, food safety, and handover

Menu, pricing, and payments

- ☐ Cost recipes and set prices
- ☐ Confirm menu descriptions, dietary information, and allergens
- ☐ Set up POS, card payments, receipts, and reporting
- ☐ Create opening stock and supplier order plan

Website and online presence

- ☐ Publish website and current menu
- ☐ Set up Google Business Profile and local discovery details
- ☐ Create and test QR codes
- ☐ Confirm delivery-platform and online-ordering details where used

Test service and launch

- ☐ Run a soft opening or test service
- ☐ Collect staff and guest feedback
- ☐ Prepare launch communications
- ☐ Check opening-week staffing, stock, and support
- ☐ Schedule a post-opening review

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Project tracker

Task	Status	Responsibility	Due date	Notes

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Opening details

TARGET OPENING DATE _____	OWNER _____
MANAGER _____	LOCATION _____
POST-OPENING REVIEW DATE _____	

Note: This template is a general operational resource. Licensing, food-safety, sanitation, employment, and record-keeping requirements vary by location and business. Verify the local requirements that apply to your operation.