YOUR LOGO

OUTLET OPENING

New outlet opening checklist

Outlet name and city. Opening date. Owner name.

TIMELINE

Countdown to opening

1
Site and fit-out
6 weeks

2
Hiring and training
3 weeks

3
Systems and stock
2 weeks

4
Launch marketing
2 weeks

Start date date. Dates move with approvals and inputs listed in the assumptions.

SITE

- [ ] Lease signed and keys received
- [ ] Fit-out complete and inspected
- [ ] Signage approved and installed
- [ ] Licences and permits displayed

PEOPLE

- [ ] Store manager hired
- [ ] Team hired and trained
- [ ] Shift roster for month one
- [ ] Uniforms issued

SYSTEMS

- [ ] Billing system and printers tested
- [ ] Inventory received and counted
- [ ] Internet and backup line live
- [ ] Payment terminals tested

MARKETING

- [ ] Listing on maps and delivery apps
- [ ] Launch offer approved
- [ ] Local campaign scheduled
- [ ] Opening day photos planned

DAY-ONE CHECKS

- [ ] Opening team briefed
- [ ] Cash float and change ready
- [ ] First 10 bills checked
- [ ] Feedback cards or QR ready
- [ ] Head office sign-off call at close

FIRST 30 DAYS

MEASURE	TARGET	WEEK 1	WEEK 4
Daily footfall	------	------	------
Average bill	------	------	------
Rating	------	------	------
Staff attendance	------	------	------