**Starting a restaurant from scratch- Business set-up**

Stage one planning

Idea for a restaurant, may or may not be attached to a space

Create vision board

Establish 10 5 years goals

Find location/ scout potential locations or areas that idea need

Market research for location or area ( do full market research)

Find more data for concept

One page concept overview

Sample Menu

Build business plan around market research and

Create outlined financials- income statement, balance sheet, cashflow, target capital needed and projection ROR for loan and investors

Investor pitch

LOI for investors

Stage two- find the money

Investor Package:

Pitch letter with concept outline

Investor management platform

ROR, financials outline, Business structure

Pitch deck

Finding investors- Local bars, real estate agents

Stage three formation- Be sure to have investors in pipeline, LLC and op agreement is easier (cheaper)with them already

1. Pick an LLC and DBA name(city).
2. File with State for LLC- Pick structure and management type
3. Articles of Organization
4. Operating AgreementClosing process with investors
5. File for a tax ID number(Federal)
6. Set up accounting system software- quickbooks invoices(Wave)(Restaurant 365), sales
7. Apply for credit card
8. Set up checking/savings account
9. Business idea/ concept
10. LLC needs

Make sure operating agreement is drafted and signed

Have EIN-federal

Have bank account for all expenses

Business license (city)

**Searching for Space**

Architect design:

Interior design sketch

Run a 3 month and year p&l

Lawyer for lease and permits

Quote for insurance-all

Set up accounting system- arp- intuit quickbooks

**Lease Talks: Once space is found and investors for concept are confirmed:**

1.Confirm lawyer for lease

2. Contact commercial real estate broker for property

Lease

### **Design a Restaurant Layout**

Health permit

Inspection

CV license

Liquor license

Assembly license

**Outside Companies To Contract**

HR-Payroll

Insurance

Pest control

Fire Inspection

Accounting

Ansul/hood inspection

Retained lawyer

Designer/ Architect

**Liquor license process**

Contact city district

4.1 Sign lease

4.2 Construction insurance

4.3 Space renderings/ plas

4.4 Plan outline/space design

4.5 Equipment schedule

4.6 Obligations list

4.7 Boston showcase equipment input into drawings

4.8 Submit to health department for approval

4.9 Finalize plans design

5 Finalize Equipment quote

5.1 Submit plans for construction quotes

5.2 Submit to city for approval

5.3 Call lydia and Adrean for permit push

5.4 Press release letter to local media outlets

5.5 Website design and set up

5.6 Submit for health permit

5.7 Submit to ISD(city) for construction permits

5.8 Ad for hiring

5.9 Food Vendors

6 Toast order

6.1 Toast set up

6.2 R365 set up HR/Payroll/ Accounting

6.3 Security system set up

6.4 Verizon tv internet, phone

6.5 Linen

6.6 Trash Service

6.7 Health Inspection

6.8 Fire inspection

6.9 CO pick up

7 Test run

7.1 Open doors