

## Business Opening Phase Checklist

	Person Responsible	Target Date	Completion Date
<b>Business Structure Organization</b>			
Select Entity Type			
Prepare and Register Organizing Documentation			
Obtain Federal, State and Unemployment ID Numbers			
Apply for Assumed Name			
Obtain Required Permits or Leases			
<b>Financing</b>			
Obtain Financing if Needed Determine how much and from whom			
Gather all necessary materials for a loan application			
Business Plan with financial projections			
Personal Financial Statements			
Tax Returns			
Loan Application Form			
Gather Owner Investment			
<b>Site Selection</b>			
Select a location for your business			
Obtain confirmation of proper zoning			
Finalize lease after legal review			
Complete a floorplan			
Identify required leasehold improvements			
Obtain two bids to complete leasehold improvements			
Complete leasehold improvements			
Obtain furnishings, equipment, and fixtures			
Test all equipment			
Obtain a vehicle if necessary			
Install security system			
Order phone, utilities, and garbage services as needed			
<b>Financial Management</b>			
Select bank and open business account			
Select and learn an accounting system or hire qualified bookkeeper/accountant			
Obtain an understanding of tax responsibilities			
Hire a payroll service			
Obtain Liability, Worker's Comp and other required insurances			

# Business Opening Phase Checklist

	Person Responsible	Target Date	Completion Date
Price products and services			
Prepare cash flow projections			
Organize inventory control procedures			
Select an Attorney			
<b>Human Resources</b>			
Prepare initial hiring documents (applications, W-4's, I-9's)			
Interview and hire initial employees			
Conduct customer service and other pre-start training			
<b>Business Image Development</b>			
Design company logo			
Order letterhead, business cards, invoices, price lists, menu's, etc			
Create promotional items			
Install signage			
Select and order uniforms			
Prepare pre-opening marketing including Ad copy, run dates, costs			
Prepare on-going marketing campaign			
Plan Grand Opening festivities			
<b>Operations Start-up</b>			
Select vendors			
Apply for credit with vendors			
Order initial supplies			
Select and learn cash register, train employees			
Set-up daily opening and closing routines			
Plan and walk through opening day routine			
Conduct a test run of the production process			



South Dakota Small Business Development Center, [www.usd.edu/sbdc](http://www.usd.edu/sbdc)