

Business Opening Phase Checklist

| | Person Responsible | Target Date | Completion Date |
|-------------------------------------------------------------------------------|--------------------|-------------|-----------------|
| Business Structure Organization | | | |
| Select Entity Type | | | |
| Prepare and Register Organizing Documentation | | | |
| Obtain Federal, State and Unemployment ID Numbers | | | |
| Apply for Assumed Name | | | |
| Obtain Required Permits or Leases | | | |
| Financing | | | |
| 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 | | | |
| Site Selection | | | |
| 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 | | | |
| Financial Management | | | |
| 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 | | | |

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| Price products and services | | | |
| Prepare cash flow projections | | | |
| Organize inventory control procedures | | | |
| Select an Attorney | | | |
| Human Resources | | | |
| Prepare initial hiring documents (applications, W-4's, I-9's) | | | |
| Interview and hire initial employees | | | |
| Conduct customer service and other pre-start training | | | |
| Business Image Development | | | |
| 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 | | | |
| Operations Start-up | | | |
| 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