



PREPARE FOR OPENING DAY CHECKLIST

	Done !	Notes
INSURANCE		
General liability insurance		
Workers compensation insurance		
Professional liability insurance		
Commercial automobile insurance		
Umbrella insurance		
Inventory insurance		
Product liability insurance		
Employee health insurance		
Employee supplemental insurance		
Officer life insurance		
Other		
Other		
Other		
Other		



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	Done !	Notes
FINANCIAL		
Bank account		
Banking supplies (checks, deposit slips, endorsement stamps)		
Merchant account		
Credit card terminal		
Paypal account		
Point of sale software		
Safe deposit box at bank		
Other		
Other		
Other		
Other		
BUSINESS SERVICES		
Bookkeeping		
Payroll		
Human resources		



PREPARE FOR OPENING DAY CHECKLIST

	Done !	Notes
BUSINESS SERVICES continued		
Other		
Other		
Other		
Other		
BUSINESS LOCATION		
Physical store or office lease signed and in effect		
Zoning approved		
State/County/City required inspections		
Other		
Other		
Other		
Other		
FACILITY		
Electric service		
Trash removal service		



PREPARE FOR OPENING DAY CHECKLIST

	Done !	Notes
FACILITY continued		
Pest control service		
Janitorial service		
Internet service		
Telephone - land line service		
Telephone - cell service		
Drinking/bottled water service		
Laundry/linen/uniform service		
Other		
Other		
Other		
Other		
Facility supplies		
Glass cleaner		
Air freshner		
Toilet paper		



PREPARE FOR OPENING DAY CHECKLIST

	Done !	Notes
Facility supplies continued		
Bathroom soap		
Paper towels, rags		
Toilet plunger		
Cleaning supplies if not supplied by your janitorial services		
Other		
Other		
Other		
Other		
OFFICE FURNITURE		
Desks		
Chairs		
Tables		
Rugs		
Wall decorations		
Bathroom furnishings		



PREPARE FOR OPENING DAY CHECKLIST

	Done !	Notes
OFFICE FURNITURE continued		
Supply cabinets		
File cabinets		
Doormats		
Garbage cans		
Fire safe		
Other		
Other		
Other		
Other		
OFFICE EQUIPMENT		
Photocopier		
Coffee maker		
Refrigerator		
Computers		
Printers		



PREPARE FOR OPENING DAY CHECKLIST

	Done !	Notes
OFFICE EQUIPMENT continued		
Postage meter		
Phone system		
Adding machines, calculators		
Music system		
Television		
Other		
Other		
Other		
Other		
OFFICE SUPPLIES		
Copy paper		
Pens, pencils, erasers		
Scissors		
Tape		
Stapler and staples		



PREPARE FOR OPENING DAY CHECKLIST

	Done !	Notes
OFFICE SUPPLIES contined		
Paper clips		
Highlighters		
Petty cash lock box		
Other		
Other		
Other		
Other		
OFFICE KITCHEN SUPPLIES		
Coffee and condiments		
Cups, plates, utensils		
Paper towels, napkins		
Dishwashing soap		
Sponges, hand towels		
Snacks, drinks		
Other		



PREPARE FOR OPENING DAY CHECKLIST

	Done !	Notes
OFFICE KITCHEN SUPPLIES continued		
Other		
Other		
Other		
SPECIAL		
Special equipment		
Special computers		
Uniforms		
Forms needed for sales, customer receipts, work orders		
Other		
Other		
Other		
Other		
MARKETING		
Business cards		
Brochures		



PREPARE FOR OPENING DAY CHECKLIST

	Done !	Notes
MARKETING continued		
Stationary		
Promotional items (pens, keychains, hats, shirts, coffee mugs)		
Store front or office signage		
Website completed		
Facebook account up and running		
Twitter account up and running		
Google Plus account up and running		
Join Gainesville Chamber of Commerce		
Join additional business networking groups		
Join trade associations		
Plan ribbon cutting ceremony		
Plan soft and/or grand opening		
Other		
Other		

