



OPENING CHECKLIST

Opening Date: _____

I. 120 Days Before Opening	Who	Contact	Date Completed
A. Site Selection	Carl	813-230-1815	
B. Floor Plan	Carl / John	Jim McClung 229-432-5116	
C. Architectural Plans	Carl / John	Brad Kirn - Conn & Assoc. 850-878-8784	
D. Construction Timeline	Carl	Shane – Medley 229-903-3710	
E. Equipment Package	Carl / John	Shane 229-903-3710	
F. Furniture Package	Carl / John	Shane 229-903-3710	
G. Pre-Opening Budget	JVP		
H. Restaurant Proforma	JVP		
I. Grease Trap Regulations	Carl	813-230-1815	
J. Hire General Manager	JVP		
K. Building Signage	Carl	813-230-1815	
L. GM Orientation	JVP		
1. Start Date	JVP		
2. Expectations of GM	JVP		
3. Compensation Packet	JVP		
4. Training Schedule	JVP		
5. Red Elephant Philosophies	JVP		
M. Interview Assistant MGR & KM	JVP		
N. Permits	Carl	813-230-1815	



OPENING CHECKLIST

Opening Date: _____

I. 90 Days Before Opening	Who	Contact	Date Completed
A. Licensing	JVP		
1. Federal ID #	JVP		
2. State ID #	JVP		
3. Sales Tax #	JVP		
4. Liquor License	JVP	Penny McMillan - DPBR 850-448-4271	
B. Hire Remaining Management Team	JVP		
1. Manager Orientation	JVP		
2. MIT Training Packages	JVP		
3. Start Date	JVP		
4. Expectations of Managers	JVP		
5. Compensation Package	JVP		
6. Training Schedule	JVP		
7. Red Elephant Philosophies	JVP		
8. Opening Date	JVP		
9. Job Descriptions	JVP		
C. Construction Issues	Carl		
1. Gas Service	Carl		
2. Water Service	Carl		
3. Electric Service	Carl		
4. Phone Service	JVP	Chris Markham - CL Data 850-212-3570	
5. Cable vs. Dish	JVP		
D. Construction Timeline	Carl	813-230-1815	



OPENING CHECKLIST

Opening Date: _____

I. 60 Days Before Opening	Who	Contact	Date Completed
A. Kitchen Manager Begins Training	JVP		
B. Finalize Equipment and Order	JVP / John	Shane – Medley 229-903-3710	
C. Order Furniture Package	Carl	Shane – Medley 229-903-3710	
D. Construction Pest Control	JVP	Local	
E. Monthly Pest Control	JVP	Local	
F. Chamber of Commerce	JVP		
G. Hiring Package Ordered	JVP / GM	Cuneo Creative 850-402-0027	
1. Now Hiring Sign	GM	Cuneo Creative 850-402-0027	
2. Coming Soon Sign	GM	Cuneo Creative 850-402-0027	
3. Now Open Sign	GM	Cuneo Creative 850-402-0027	
4. Hiring/Interview Sign	GM	Cuneo Creative 850-402-0027	
5. Training in Progress Sign	GM	Cuneo Creative 850-402-0027	
H. Order Trailer for Site	JVP	Local	
I. Game Room Contact Established	JVP	Local	
J. Art Work Ordered	Carl	Nancy Gavalas 850-933-2225	
K. Red Benches Ordered Product Code H8WB-S	JVP	Benson Outdoors 800-323-5664	
L. Interview Material Organized	GM		



The Red Elephant
Pizza and Grill®

OPENING CHECKLIST

Opening Date: _____

1. Applications	GM		
2. I-9s	GM		
3. Camera	GM		
4. Poster Board	GM		
5. Office Supplies	GM		



OPENING CHECKLIST

Opening Date: _____

I. 45 Days Before Opening	Who	Contact	Date Completed
A. Interview Trailer Setup	GM		
B. Computers Ordered	Carl	Aloha	
C. Establish Man Power Plans	JVP / GM		
1. Server – 42	GM		
2. Bar – 5	GM		
3. Host – 14	GM		
4. Bus – 6	GM		
5. Kitchen – 22	GM		
D. Uniforms Ordered	GM	Cuneo Creative 850-402-0027	
1. Shirts – 250	GM		
2. Hats – 75	GM		
E. Smallwares Ordered	JVP	Jenna – Medley 229-903-3712	
F. Interview Files and Forms	GM		
G. GM Training Complete	JVP		
1. Evaluate Training	JVP		
2. Construction Timeline	JVP / Carl		
3. Staffing Needs	JVP / GM		
4. Pre-Opening Marketing	JVP / GM		
5. 45 Day Responsibility List	JVP		
H. Obtain Necessary Insurance	Carl	Baldwin-Connely	
1. General Liability	Carl		



OPENING CHECKLIST

Opening Date: _____

2. Property Insurance	Carl		
3. Workman's Comp	Carl		
I. Contact Muzak Provider	JVP	Chris Caughlin - Muzak 904-489-3089	
J. Contact Water Softener	JVP	Kinetco - www.huemannwater.com/softKIN.htm	
K. Contact Overhead Providers	JVP		
1. Coke Lines	JVP	Coca Cola	
2. Computer Lines	JVP	Chris Markham - CL Data 850-212-3570	
3. Phone Lines	JVP	Chris Markham - CL Data 850-212-3570	
4. Cable Provider	JVP	Local	
L. Order Gift Cards	GM		
M. Order Crayon Buckets Melamine Pot #4 (product #983263)	GM	burtonandburton.com 1-800-241-2094	
N. Peanut Buckets 1 1/4 qt galvanized bucket (item #0bo0125)	GM	redhillgeneralstore.com 1-800-251-8824	



OPENING CHECKLIST

Opening Date: _____

I. 30 Days Before Opening	Who	Contact	Date Completed
A. Place Help Wanted Ad	GM		
B. Order Curbside Signs	GM	Cuneo Creative 850-402-0027	
C. CO2 Bulk Contract Nuco2.com	JVP	Terry Hayes - Nuco2 904-614-4151	
D. Hiring Materials in Place	GM		
E. Liquor Selection	JVP		
F. Beer Selection	JVP		
G. Business Cards Ordered	JVP	Cuneo Creative 850-402-0027	
H. Establish Trainer Housing	JVP		
I. Establish Banking	JVP		
1. Operating Account	JVP		
2. Order Inprest Checks	JVP		
3. Order Deposit Slips	JVP		
4. Credit Cards Established	JVP		
J. Identify Trainer Team	JVP		
1. FOH Coordinator Responsibilities	GM		
2. BOH Coordinator Responsibilities	GM		
3. Training Schedule	GM		
K. Cleaning Crew Set-up	GM		
L. Establish Service Contracts	GM		
1. Hood Cleaner	GM	Local	



OPENING CHECKLIST

Opening Date: _____

2. Grease Handling	GM	Local	
3.HVAC Contact	GM	Local	
4. Plumbing Contact	GM	Local	
5. Equipment Maintenance	GM	Local	
M. Order Paging System	GM	Jennifer – J-Tech 800-321-6221	
N. Ordered Required Signs Florida Restaurant Association	GM	Drew McLeod - FLRA 850-879-2041	
1. Heimlich Sign Florida Restaurant Association	GM	Drew McLeod - FLRA 850-879-2041	
2. EEOC/ Labor/ Wage 5 in 1 Florida Restaurant Association	GM	Drew McLeod - FLRA 850-879-2041	
O. Order Restaurant Signage	JVP	Cuneo Creative 850-402-0027	
1. Hours of Operation	JVP	Cuneo Creative 850-402-0027	
2. Proprietors name	GM	Cuneo Creative 850-402-0027	
3. Bathroom Sign	GM	Cuneo Creative 850-402-0027	
4. Occupancy Sign	GM	Cuneo Creative 850-402-0027	
5. Game Room Sign	GM	Cuneo Creative 850-402-0027	
6. Take Away Sign	GM	Cuneo Creative 850-402-0027	
7. Red Elephant Logo Sign	GM	Cuneo Creative 850-402-0027	



OPENING CHECKLIST

Opening Date: _____

P. Order Dish Machine	JVP	Keith – Eco-Lab 850-251-0027	
1. Lease Agreement with Eco-Lab	JVP	Keith – Eco-Lab 850-251-0027	
2. Order Filters for Ice Machine	GM	Shane – Medley 229-903-3710	
Q. Contact Coffee/Tea Company	GM	Community Coffee	
R. Establish Medical Service Provider	GM		
S. Food Vendor Selected	GM		
1. Sysco	GM	Tim Godbey - Sysco 850-225-8600	
2. Southern Seafood	GM	Matt - Southern Seafood 850-893-3701	
3. AlSCO – Linen	GM	Local	
4. Produce	GM	Local	
5. Dade Paper	GM	Jeff Grove - Dade Paper 850-228-4131	
T. Order Safe			
U. Trash Contract Established	GM	Local	
V. T.V.s and Phone Ordered	JVP	Chris Markham - CL Data 850-212-3570	
1. Phone Placement	JVP		
2. Printer Placement	GM		
3. T.V. Placement (Backing)	JVP		
4. Computer Placement	GM		
5. Back Office Set-up	GM		



OPENING CHECKLIST

Opening Date: _____

W. Remaining Managers Trained	JVP		
1. JVP Post Training Meeting	JVP		
2. Construction Timeline	JVP / Carl		
3. 30 Days Responsibilities	JVP		
X. All Managers State Tested	GM		
1. Order Sanitation Training	GM	Drew McLeod - FLRA 850-879-2041	
2. Responsible Vending Training	GM	Drew McLeod - FLRA 850-879-2041	
3. Employee Sani-Safe Testing	GM	Drew McLeod - FLRA 850-879-2041	
Y. Knife Service	GM	Local	



OPENING CHECKLIST

Opening Date: _____

I. 15 Days Before Opening	Who	Contact	Date Completed
A. Follow-up on all banking	JVP / GM	Local	
B. Lock and Key Service	GM	Local	
1. Safe Installed	GM	Local	
2. Security System Installed	JVP		
C. Cable Service Established	GM	Local	
D. Landscaping	JVP	Local	
E. Opening Linen Order Placed	KM	Alsco	
F. Menus Ordered	JVP	Cuneo Creative 850-402-0027	
1. Store Menus – 250	GM	Cuneo Creative 850-402-0027	
2. Kid's Menu – 5000	GM	Cuneo Creative 850-402-0027	
3. Take Out Menu – 5000	GM	Cuneo Creative 850-402-0027	
4. Table Tents – 50	GM	Cuneo Creative 850-402-0027	
5. Table Tent Inserts – 100	GM	Cuneo Creative 850-402-0027	
6. Restroom Pictures – 2	GM	Cuneo Creative 850-402-0027	
7. To Go Poles – 3 Each	GM	Cuneo Creative 850-402-0027	
G. MSDS Manual Setup	GM	Keith – Eco-Lab 850-251-0027	
1. Cleaning Products	GM	Sysco	
2. Eco-Lab Products	GM	Keith – Eco-Lab 850-251-0027	



OPENING CHECKLIST

Opening Date: _____

H. MC-Visa- AMEX Supplies Ordered	GM		
1. Manual Imprinter			
2. Manual Forms			
3. Check Presenters			
4. Tip Trays			
5. Opening Ribbon Order			
6. Opening Paper Order			
7. AMEX – MC ID #			
8. Front Door MC – AMEX Stickers			
9. Test Credit Card Machines			
I. Window Tinting	JVP	Local	
J. Coffee/Tea Contact	GM	Community Coffee	
K. Establish Coke Service	GM	Coca Cola	
1. Service Station and Bar Gun	GM		
2. Request Paper Cups for Training	GM		
L. Game Room Set-up	JVP	John Jusko - Funstation 850-519-2484	
1. Family Friendly Games	GM		
2. Games with Prizes	GM		
3. Change Machine	GM		
4. Sanitizer Solution	GM		
5. Muzak Speaker	GM	Chris Caughlin - Muzak 904-489-3089	
M. Restroom Set-up	GM		
1. Employee Wash Signs	GM	Jenna – Medley 229-903-3712	



OPENING CHECKLIST

Opening Date: _____

3. Toilet Paper Dispensers – Dade	GM		
4. Towel Dispenser – AlSCO	GM		
5. Soap Dispensers – AlSCO	GM		
6. Red Elephant Pictures	GM	Cuneo Creative 850-402-0027	
N. Construction Spec Book	JVP		
1. Equipment Warranty Book	JVP		
2. Paint Specs ND Designs	JVP	Nan Conway - ND Designs 850-383-8165	
3. Contractor Contact List	JVP		
4. Lamp Diagram – Bulb Spec ND Designs	JVP	Nan Conway - ND Designs 850-383-8165	
O. POS, Phone/ T.V. Install	JVP	Chris Markham - CL Data 850-212-3570	
1. To Go Room Set- up	GM		
2. Mobile Phone Set-up	GM		
3. Computer Set-up and tested	JVP		
4. T.V.s Installed and Tested	JVP	Chris Markham - CL Data 850-212-3570	
P. Inspections	JVP		
1. Electrical	JVP		
2. Plumbing	JVP		
3. Fire	JVP		
4. Health	JVP		
5. Certificate of Occupancy	JVP		
Q. Charity Night	JVP / GM		
1. Establish Charity	JVP / GM		



OPENING CHECKLIST

Opening Date: _____

2. Mail Invitation – 100, 150, 200	JVP / GM		
3. Charity Night Schedule	JVP / GM		
4. Chamber of Commerce – Press	JVP		
5. Invitation List from Charity	GM		
6. FOH and BOH Coordinator Responsibilities	GM		
7. JVP Expo's Charity Night	JVP		
R. Press Releases and Marketing JVP	JVP		
1. Business Section	JVP		
2. Food Critic	JVP		
3. Ground Breaking	JVP		
4. Charity Night Fundraiser	JVP		
5. Bottled Water	GM	Brad Grey - Ultra Pure Bottled Water 850-545-1910	
6. Kids Cards	GM	Cuneo Creative 850-402-0027	
7. Elephun Bucks	GM	Cuneo Creative 850-402-0027	
8. Sports Field Signage	GM	Cuneo Creative 850-402-0027	
S. Training Schedule	GM		
1. Arrival Date of Trainers	GM		
2. Classroom Training	GM		
3. Training Materials	GM		
4. Trainer Meeting	GM		
5. Computer Training	GM		
6. Sani-Safe Training	GM		
T. Opening Orders Placed	GM		



The Red Elephant
Pizza and Grill

OPENING CHECKLIST

Opening Date: _____

1. Liquor/ Beer/ Wine	MGR		
2. Sysco	KM		
3. Southern	KM		
4. AlSCO	KM		
5. Dade	KM		
6. Produce	KM		
U. Punch List	JVP		
1. JVP Does Punch List with GC	JVP		
2. JVP Tests all Equipment with GM	JVP		
3. JVP Tests all Refrigeration and Walk-In	JVP		
V. Open for Business!	JVP		