

Day-1 Opening Checklist

48 pre-launch tasks — included free with every SVITA Micro concept. Print, pin it in the back of house, and tick items off as you go.

01 Legal & registration

- Reserve legal entity name with local registry
- File incorporation paperwork (sole trader / LLC / sp. z o.o.)
- Open business bank account; set up card acquiring
- Register as VAT payer if thresholds require
- Obtain sanitary / HACCP approval (food categories)
- Secure commercial lease; verify zoning permits cover the activity
- Register employees with social insurance before day 1
- Buy third-party liability + property insurance

02 Location & fit-out

- Finalise floor plan with electrical & plumbing markups
- Agree fit-out timeline with the contractor in writing
- Order long-lead equipment (6+ weeks) first
- Install point-of-sale hardware and test offline fallback
- Set up Wi-Fi with separate staff and guest networks
- Mount safety signage, fire extinguishers, first-aid kit
- Verify ventilation + noise compliance before opening
- Deep-clean the space 48 h before soft launch

03 Supply chain

- Confirm three primary suppliers per critical SKU
- Lock in delivery windows and minimum orders in writing
- Agree payment terms (NET 14 target)
- Set par-stock levels for week 1 and week 2
- Put perishables on a first-in-first-out rotation plan

- Print supplier contact sheet; pin it in the back-of-house
- Schedule stock audits for day 7 and day 30
- Decide cash-float and petty-cash policy

04 Team & training

- Hire core team 3 weeks before opening
- Run two rehearsal shifts with full menu / service flow
- Train everyone on POS, refunds, and cash handling
- Document open / close checklists and post them visibly
- Assign a shift lead for opening week
- Publish staff schedules two weeks ahead
- Brief team on emergency contacts and evacuation plan
- Agree dress code, hygiene and grooming standard

05 Brand & marketing

- Register the business on Google Business Profile
- Claim handles on Instagram, TikTok, Facebook
- Publish a one-page website with address, hours, menu
- Commission launch photo shoot (hero + 10 product shots)
- Design opening-week flyer; print 500 copies
- Set up email capture at the counter
- Plan a soft-launch day with friends-and-family feedback
- Prepare press kit: one-pager, logo pack, photos

06 Opening day

- Arrive 3 hours early; run full open checklist
- Verify every till, fridge, and machine is live
- Brief the team, assign stations, set the tone
- Place a last-minute sanity order for consumables
- Welcome first guests; capture photos and quotes
- Log every issue in a running day-1 journal

- Debrief the team at close; celebrate the small wins
- Schedule a 7-day retrospective and a 30-day review

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