

Checklist For Starting a Coffee Shop

Market Research

- Identify target market
- Analyze local competitors
- Survey potential locations
- Understand preferences

Business Plan Development

- Outline business objectives
- Detail financial projections
- Plan marketing strategies
- Set operational procedures

Location and Lease

- Select a prime location
- Negotiate lease terms
- Plan shop layout
- Ensure zoning compliance

Design and Atmosphere

- Develop interior design concept
- Purchase furniture and décor
- Create a comfortable ambiance
- Consider music and lighting

Coffee and Menu Selection

- Choose coffee suppliers
- Develop a unique menu
- Price items appropriately
- Offer specialty items

Equipment and Supplies

- Acquire coffee machines
- Purchase kitchen equipment
- Stock up on cups and accessories
- Setup POS system

Licensing and Permits

- Obtain health department permit
- Secure business license
- Get a food handler's license
- Apply for signage permits

Staffing and Training

- Hire experienced baristas
- Train staff on coffee techniques
- Implement customer service training
- Schedule shifts efficiently

Marketing and Promotion

- Design promotional materials
- Set up social media accounts
- Plan grand opening event
- Develop loyalty programs

Grand Opening

- Launch with a soft opening
- Gather feedback from customers
- Adjust operations as needed
- Host a grand opening celebration

Go-to Resources for Starting a Coffee Shop

Suppliers and Equipment

- [La Marzocco](#)
- [Nuova Simonelli](#)
- [Bunn](#)

POS and Management

- [Square](#)
- [Toast](#)
- [Lightspeed](#)

Business & Accounting

- [ZenBusiness](#)
- [Northwest Registered Agent](#)
- [FreshBooks](#)
- [MyCorporation](#)

Useful Tools

- [Logo Generator](#)
- [QR Code Generator](#)

*All of the resources are clickable links