

Restaurant Opening Scorecard

Total Score:
____/100

**Call 770-285-7785 to
improve your score!**

Scoring

Serviceable = 2; Wanting/Needs Revisions = 1; Absent = 0

Due Diligence

Letter of Intent	☐	☐
Develop lease pain point checklist	☐	☐
Narrow Guaranty	☐	☐
Additional rent cap	☐	☐
Rent commencement	☐	☐
Percentage rent and breakpoint	☐	☐
Parking	☐	☐
Option period notice procedures	☐	☐
Permitted Use (include new concept)	☐	☐
Restrictive Covenants	☐	☐
Critical Deadlines (plans & specs, sign plans & specs, open for biz)	☐	☐
Landlord's work	☐	☐
HVAC installation	☐	☐
NDAs for Architect and Designer	☐	☐
Operating Agreement Term Sheet	☐	☐
Lease summary and Critical Deadlines (if lease assumed)	☐	☐

Pre-Build Out

Operating Entity formed	☐	☐
Lease negotiation and execution	☐	☐
Architect Agreement	☐	☐
Interior Designer Agreement	☐	☐
Sign Supplier	☐	☐
RFP for GCs & Managed Bid	☐	☐
GC Agreement	☐	☐
Right to stop work & cure defaults	☐	☐
Substantial completion tied to Lease	☐	☐
Remedies regarding delays	☐	☐
Change orders & directives	☐	☐
Unauthorized work performed at Contractor's sole risk and expense	☐	☐
Intercompany Agreements	☐	☐
Operating Agreement	☐	☐
Administrative Agreement	☐	☐
IP Licensing Agreement	☐	☐

Build-out

Construction Checklist	☐	☐
Bank Workout Checklist	☐	☐
Change Order management	☐	☐
Payment Application and lien waiver management	☐	☐
Dispute resolution	☐	☐

Branding

Branding & Trademarks	☐	☐
Tradenname	☐	☐
Tagline	☐	☐
Specially branded entrees	☐	☐
Trademark management & enforcement	☐	☐

Operations

Lease summary and Critical Deadlines Management	☒	☐
Premises Liability Kit	☐	☐
BMI, ASCAP and music licenses	☐	☐
Worker's Compensation Mitigation	☐	☐
OSHA Compliance	☐	☐
Pre-litigation management	☐	☐
Independent Contractors	☐	☐
Musical Artists	☐	☐
Security	☐	☐
Grease trap maintenance	☐	☐
Cleaning Crew	☐	☐
General repairs	☐	☐
Staffing Agreement	☐	☐
Linen Services	☐	☐
Valet Services	☐	☐
Artwork and work-for-hire	☐	☐
Other	☐	☐
Contracts Reviewed	☐	☐
UberEATs	☐	☐
Open Table	☐	☐
Reservation, Private dining, scheduling and other applications	☐	☐
Food Distribution	☐	☐
Other	☐	☐
Catering Agreement	☐	☐
Private dining Agreement	☐	☐

Staffing & HR

General Employee Handbook	☐	☐
Server Handbook	☐	☐
NDAs for all Employees	☐	☐
Server Incentive Bonuses	☐	☐
GM and Assistant Manager Agreements	☐	☐
Kitchen Manager Agreement	☐	☐
Recipes, flavor profiles and cooking techniques protected	☐	☐
Work-for-hire & IP Assignment	☐	☐
Restricted covenants	☐	☐
Management Incentive Programs	☐	☐
Incentive milestones	☐	☐
Forfeiture	☐	☐
Employee Grievance Kit	☐	☐
New Hire Kit	☐	☐
Departing Employee Kit	☐	☐
Employee Management Kit	☐	☐
Worker classification	☐	☐
Sexual harassment & employee grievance training	☐	☐
E-verify compliance training	☐	☐
FLSA compliance training	☐	☐

Investors

Investor NDAs	☐	☐
Commitment Letter	☐	☐
Investor Term Sheet	☐	☐
Pitch Deck	☐	☐
Investor Package	☐	☐
Investor Questionnaire	☐	☐
Subscription Agreement	☐	☐
Operating Agreement	☐	☐
Offering Memorandum (if req'd)	☐	☐
Adviser Agreements	☐	☐

Other

	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐