

# OPENING A SALON CHECKLIST

FROM

EST.1936

**Buy-Rite**  
SALON & SPA  
EQUIPMENT

## STEP 1: PLAN & ESTABLISH YOUR BUSINESS *(6-12 months before opening)*

- ☐ Select a name & business legal structure
- ☐ Develop your business plan, financial projections & budget
- ☐ Develop business branding, logo & identity
- ☐ Obtain your cosmetology license (if applicable)
- ☐ Obtain a federal employer ID number
- ☐ Obtain a state tax ID
- ☐ Open a company bank account
- ☐ Choose a website domain name & register it
- ☐ Research local zoning to locate areas with proper zoning for salons
- ☐ Choose a location for your salon & sign a lease/purchase space

## STEP 2a: OPERATIONAL SETUP *(4-8 months before opening)*

- ☐ Research inspection requirements, local codes & regulations for your area
- ☐ Research, interview & hire plumbers, electricians & handymen
- ☐ Create salon layout & design plan
- ☐ Map out electrical & plumbing
- ☐ Apply for business licenses & building permits

## STEP 2b: OPERATIONAL SETUP (4-8 months before opening)

- ☐ Arrange any needed financing
- ☐ Obtain business insurance coverage
- ☐ Contact utility providers (power, security, water, waste, etc.)
- ☐ Choose a phone & internet provider
- ☐ Choose suppliers for wet goods & consumables
- ☐ Choose a credit card processing company
- ☐ Purchase point of sale equipment
- ☐ Purchase computers & appointment-booking software
- ☐ Purchase & set up accounting & record-keeping software
- ☐ Purchase business cards
- ☐ Purchase outdoor & indoor signage

## STEP 3: PURCHASING YOUR EQUIPMENT (3-6 months before opening)

Note: Start purchasing these items 8 - 12 weeks before your grand opening day. You'll want to give yourself plenty of time to get shampoo bowls plumbed in, electrical finalized, etc.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>STYLING CHAIRS</b>        | <input type="checkbox"/> <b>DRYERS/STEAMERS/HAIR PROCESSORS</b> |
| <input type="checkbox"/> Salon Styling Chair          | <input type="checkbox"/> Dryer Unit: Hooded or Wall-Mount       |
| <input type="checkbox"/> All-Purpose Reclining Chair  | <input type="checkbox"/> Dryer Chair                            |
| <input type="checkbox"/> Stylist Cutting Stool        | <input type="checkbox"/> Wheel Set for Box Dryer                |
| <input type="checkbox"/> Salon Chair Mat              | <input type="checkbox"/> Hair Steamers                          |
|   | <input type="checkbox"/> Hair Color Processors                  |
|   | <input type="checkbox"/> Blow Dryers & Flat Irons               |
| <input type="checkbox"/> <b>SALON STATIONS</b>        |   |
| <input type="checkbox"/> Salon Styling Station        |   |
| <input type="checkbox"/> Double-Sided Styling Station | <input type="checkbox"/> <b>RECEPTION AREA</b>                  |
| <input type="checkbox"/> Portable Styling Station     | <input type="checkbox"/> Reception Desk                         |
| <input type="checkbox"/> Tool Appliance Holders       | <input type="checkbox"/> Reception Seating                      |
| <input type="checkbox"/> Utility Carts & Trolleys     | <input type="checkbox"/> Retail Product Display                 |
| <input type="checkbox"/> Utility Trays                | <input type="checkbox"/> Magazine Rack                          |

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|--|--|
| <input type="checkbox"/> <b>SHAMPOO AREA</b><br><input type="checkbox"/> Shampoo Backwash Units<br><input type="checkbox"/> Shampoo Wall-Mount Bowls<br><input type="checkbox"/> Shampoo Chairs<br><input type="checkbox"/> Shampoo Area Cabinetry & Storage<br><input type="checkbox"/> Shampoo Bowl Hair Trap<br><input type="checkbox"/> Hair Color Bar         | <input type="checkbox"/> <b>SKINCARE &amp; SPA EQUIPMENT</b><br><input type="checkbox"/> Facial Machines & Map Lamps<br><input type="checkbox"/> Facial & Massage Beds<br><input type="checkbox"/> Spray Tan Machines & Equipment<br><input type="checkbox"/> Trolley, Carts, Trays<br><input type="checkbox"/> Multifunctional Skincare Machines<br><input type="checkbox"/> Wax Warmer |
| <input type="checkbox"/> <b>MANICURE &amp; PEDICURE</b><br><input type="checkbox"/> Pedicure Chair<br><input type="checkbox"/> Pedicure Technician Stool<br><input type="checkbox"/> Pedicure Technician Cart<br><input type="checkbox"/> Manicure Table<br><input type="checkbox"/> Manicure Technician Chair<br><input type="checkbox"/> Manicure Customer Chair | <input type="checkbox"/> <b>ACCESSORIES</b><br><input type="checkbox"/> Stools & Task Chairs<br><input type="checkbox"/> Utility Carts<br><input type="checkbox"/> Utility Trays<br><input type="checkbox"/> Salon Lighting<br><input type="checkbox"/> Hair Vacuum<br><input type="checkbox"/> Child Booster Seat/Bar<br><input type="checkbox"/> Shampoo Towels                        |
| <input type="checkbox"/> <b>BARBER EQUIPMENT</b><br><input type="checkbox"/> Barber Chair<br><input type="checkbox"/> Barber Station<br><input type="checkbox"/> Barber Pole<br><input type="checkbox"/> Hot Towel Warmer<br><input type="checkbox"/> Sanitizer  |  |

## STEP 4: ESTABLISH CULTURE & HIRE EMPLOYEES *(2-4 months before opening)*

- ☐ Develop a mission statement & core values
- ☐ Create a list of all needed positions
- ☐ Create staff training plan
- ☐ Post jobs listings for employees
- ☐ Interview & hire employees
- ☐ Purchase employee welcome gift/and or apparel
- ☐ Schedule & train staff on salon processes

## STEP 5: Installing Equipment & Inspection *(6-8 weeks before opening)*

- ☐ Schedule delivery of salon equipment directly with carrier
- ☐ Schedule plumbing install
- ☐ Schedule furniture assembly & install
- ☐ Schedule electrical install
- ☐ Schedule inspection

## STEP 6: Get the Word Out *(6-12 weeks before opening)*

- ☐ Develop & launch website
- ☐ Develop a marketing strategy
- ☐ Create social media accounts
- ☐ Subscribe to industry magazines
- ☐ Join trade associations
- ☐ Post flyers in local businesses
- ☐ Reach out to local publications for grand opening announcement

## STEP 7: FINISHING TOUCHES *(2-4 weeks before opening)*

- ☐ Finalize your grand opening event & send out invitations
- ☐ Set open & close hours
- ☐ Set up retail displays
- ☐ Test all electrical outlets
- ☐ Clean, Clean, Clean!

### **DON'T FORGET!**

- ☐ Wall art
- ☐ Waste bins
- ☐ Cash register & safe
- ☐ Appointment books
- ☐ Cleaning products
- ☐ Bathroom supplies
- ☐ Outside door mats

## STEP 7: FINISHING TOUCHES *(2-4 weeks before opening)*

- ☐ Outside door mats
- ☐ Magazines for customers
- ☐ Laundry supplies
- ☐ First aid kit
- ☐ Stationary, envelopes, stamps
- ☐ Pencils, pens
- ☐ Salon music system
- ☐ Flowers for grand opening

## STEP 8: OPENING DAY

- ☐ Open the Salon of your dreams!

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## Need More Expert Guidance? We're Here to Help!

Opening a salon is exciting, but you don't have to do it alone. Give us a call to speak with one of our design consultants—we'll help you navigate every step, from layout planning to choosing the right equipment. With 88 years of experience, we know this process like the back of our hands and are here to make your dream salon a reality!



Let's Build Your  
Dream Salon, Together!

**Contact us to start the conversation**

 (912)-335-4445

 [www.buyritebeauty.com](http://www.buyritebeauty.com)

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