



Flower Shop Grand Opening & Shop Launch Checklist 2026

Business Licensing & Legal Compliance

Ensuring all necessary permits, business registrations, and insurance policies are active and legally compliant for 2026 operations.

Business Registration Number

Business License Expiry Date

Business Permit Documentation

 Upload File

Required Permits Obtained

- ☐ General Business License
- ☐ Health & Safety Permit
- ☐ Seller's Permit / Sales Tax ID
- ☐ Zoning & Land Use Permit
- ☐ Signage Permit

Owner Compliance Verification

Storefront & Interior Setup

Preparation of the physical retail space, including signage, lighting, flooring, and interior decor installation.

Store Name & Brand Signage Installed

Interior Display Areas Ready

- ☐ Main Floral Display Counter
- ☐ Seasonal Feature Table
- ☐ Gift & Accessory Shelving
- ☐ Point of Sale (POS) Area
- ☐ Product Sampling Station

Lighting System Status

- ☐ Fully Operational
- ☐ Needs Maintenance
- ☐ Pending Installation

Final Inspection Completion Date

Enter date...

Store Layout & Floor Plan

 Upload File

Interior Decor Notes

Write something...

Store Manager Approval

Inventory & Supplier Integration

Finalizing relationships with local growers, establishing initial stock levels, and setting up the inventory management system.

Initial Supplier List

- ☐ Local Flower Farms
- ☐ Wholesale Flower Distributors
- ☐ Packaging & Ribbon Suppliers
- ☐ Pottery & Vessel Vendors
- ☐ Tool & Equipment Providers

Primary Supplier Contact Name

Write something...

First Scheduled Delivery Date

Enter date...

Target Initial Inventory Budget (\$)

Enter a number...

Supplier Terms & Payment Agreement Notes

Write something...

Signed Supplier Contracts & Price Lists

 Upload File

Equipment & Tool Readiness

Verification of essential floral tools, refrigeration units, POS hardware, and workstation ergonomics.

Essential Floral Tools Checklist

- ☐ Floral Shears & Pruners
- ☐ Floral Wire & Tape
- ☐ Flower Snips
- ☐ Floral Foam & Grid Holders
- ☐ Stem Clippers
- ☐ Watering Cans & Sprayers

Refrigeration Unit Status

Write something...

Current Temperature of Floral Cooler (°C/°F)

Enter a number...

Last Maintenance Date for Equipment

Enter date...

Equipment Warranty & Manuals Archive

 Upload File

Equipment Inspection Approval

Branding & Marketing Launch

Implementation of the 2026 marketing strategy, including social media profiles, signage, and local advertising campaigns.

Marketing Channels to Activate

- ☐ Instagram & Facebook
- ☐ TikTok & Pinterest
- ☐ Google Business Profile
- ☐ Local Email Newsletter
- ☐ Physical Flyers/Print Media

Launch Event Date

Enter date...

Brand Slogan/Tagline Verification

Write something...

Grand Opening Promotional Strategy Description

Write something...

Final Brand Identity Guidelines (PDF)

 Upload File

Marketing Budget Status

- ☐ Under Budget
- ☐ On Budget
- ☐ Over Budget

Staffing & Training Implementation

Completion of new hire onboarding, workflow training, and establishment of service standards for the launch period.

Completed Training Modules

- ☐ Floral Design & Arrangement Techniques
- ☐ Customer Service & POS Operations
- ☐ Flower Care & Hydration Standards
- ☐ Shop Cleaning & Safety Protocols
- ☐ Inventory & Waste Management

Staff Training Completion Date

Enter date...

Assigned Team Lead/Manager

Write something...

Training Performance Notes

Write something...

Employee Acknowledgment

Training Manual/Handbook Version

 Upload File

Digital Presence & E-commerce Setup

Testing the online ordering system, website functionality, and digital payment gateway integration.

Website URL

Write something...

Social Media Channels Setup

- ☐ Instagram
- ☐ Facebook
- ☐ TikTok
- ☐ Pinterest
- ☐ Google Business Profile

Payment Gateway Status

- ☐ Fully Integrated & Tested
- ☐ Pending Verification
- ☐ Not Yet Set Up

Website Launch Date

Enter date...

Brand Identity Assets

 Upload File

SEO Strategy Notes

Write something...

Grand Opening Event Logistics

Planning for the launch day event, including invitations, promotional giveaways, and ribbon-cutting arrangements.

Grand Opening Event Date

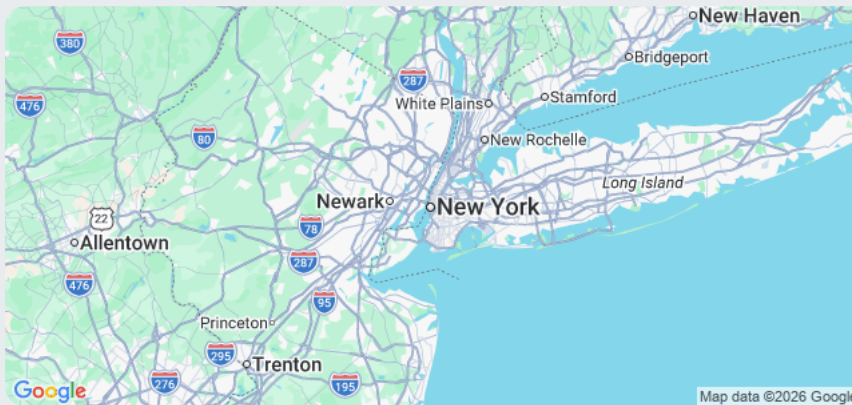
Enter date...

Event Start Time

Enter time...

Event Venue/Store Address

 **Set My Current Location**



Planned Event Activities

- ☐ Ribbon Cutting Ceremony
- ☐ Live Floral Demonstration
- ☐ Complimentary Refreshments
- ☐ Door Prize Giveaway
- ☐ Live Music/DJ

Promotional Budget Allocation

Write something...

Event Marketing & Outreach Strategy

Write something...

Event Floor Plan or Layout Design

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Manager Approval for Event Launch

< Previous

> Next

✓ Finish

 Generate Sample Report