

# SALON PLANNING – AT A GLANCE GUIDE

Here is the ultimate Salon Planning Schedule, sectioned by the weeks prior to your salon opening in an easy to use “to do” list format. Once you have completed a task simply check it off!

## 12 WEEKS PRIOR TO OPENING

- Select color scheme:  
Colors: \_\_\_\_\_  
Floor covering: \_\_\_\_\_  
Paint / wall covering: \_\_\_\_\_
- Secure Financing
- Contact contractors for construction bids
- Order salon equipment
- Order reception furniture
- Order cash register safe
- Order drapery
- Order office/lounge equipment
- Order washer, dryer and towels
- Order cabinetry
- Order magazine subscriptions and appointment cards
- Order exterior sign
- Contact Maly's Business coaching
- Setup utilities (gas, electric, phone, internet)
- Contact Milano software systems

## 11 WEEKS PRIOR TO OPENING

- Decide on contractor
- Contact insurance agent
- Prepare advertisement for opening
- Start construction on HVAC plumbing  
(estimate of 4 weeks for completion)

## 10 WEEKS PRIOR TO OPENING

- Circulate “Job Opening” advertisements
- Start construction of carpentry  
(estimate of 8 weeks for completion)
- Start conducting staff interviews  
(estimate of 5 weeks for completion)

## 9 WEEKS PRIOR TO OPENING

- Start construction on electric  
(estimate of 6 weeks for completion)

## 8 WEEKS PRIOR TO OPENING

- Start construction on ceiling  
(estimate of 3 weeks for completion)

## 7 WEEKS PRIOR TO OPENING

- Meet with contractor to ensure construction is still on schedule
- Contact Maly's for Sales Consultant meeting

## 6 WEEKS PRIOR TO OPENING

- Wrap up staff interviews

## 5 WEEKS PRIOR TO OPENING

- Meet with Maly's Sales Consultant for opening product order
- Start construction on paint/wall coverings  
(estimate of 3 weeks for completion)
- Start construction on floor coverings  
(estimate of 3 weeks for completion)

## 4 WEEKS PRIOR TO OPENING

- Finalize delivery schedule for Maly's product

## 3 WEEKS PRIOR TO OPENING

- Installation of fixtures and equipment
- Installation of telephone and Internet
- Office/lounge equipment delivered

## 2 WEEKS PRIOR TO OPENING

- Washer/Dryer hookups
- Draperies hung
- Maly's product delivered
- Staff Training

## 1 WEEK PRIOR TO OPENING

- Finalize retail displays
- Final clean-up of salon