

# Small Business Expansion Closeout Checklist

## Financial & Legal

- ☐ Finalize all accounting records and expansion-related expenses.
- ☐ Ensure all new legal registrations and licenses are complete.
- ☐ Review updated insurance coverage and requirements.

## Operations

- ☐ Confirm all new equipment, furniture, or supplies are installed.
- ☐ Train staff on new procedures or locations.
- ☐ Verify all new technology systems are operational.

## Marketing & Communications

- ☐ Update website and directories with new locations or offerings.
- ☐ Notify customers and stakeholders about business expansion.
- ☐ Launch any expansion-related marketing initiatives.

## Post-Launch Review

- ☐ Schedule review meetings to assess expansion success.
- ☐ Gather feedback from staff and customers.
- ☐ Identify areas for improvement for future growth.

