

Utopi

MODERN SALON SUITES

SALON SUITE OPENING CHECKLIST

- * **GET INSURED** Ensure your business is adequately insured. You can visit with your current insurance agent or contact Michelle Renner at Shelter Insurance for a personalized quote. Michelle understands our business concept and can provide valuable insights. Contact:
Michelle Renner, Shelter Insurance
Phone: 316-945-7900 / 316-945-7911
Email: michellerenner.B580@shelterinsurance.com
- * **GET YOUR FINANCES ORGANIZED** Organize your finances by setting up a separate business account. For expert advice, contact Ryan Kittrell from Kittrell & Klaskin, LLC. Contact:
Ryan Kittrell, Kittrell & Klaskin, LLC
Phone: 316-352-7112
Email: ryan@kittrellklaskincpa.com
- * **GET YOUR BOOKING AND PAYMENT SYSTEMS SET UP** Explore various booking and payment processing options. Utopia offers an exclusive app and website tailored to our industry.
- * **CONSIDER SETTING UP AN LLC (Limited Liability Company)** While not required, setting up an LLC can provide liability protection for your business. Consult with an attorney or CPA to determine if forming an LLC is suitable for your situation.
- * **GET YOUR SUITE LICENSED** Fill out and submit licensure paperwork to the State Board of Cosmetology. Contact Kathy Samuels for inspection scheduling.
785-224-7534 State Board of Cosmetology Licensure Form: [Link](#)

Salon Locations/Addresses:

N. Greenwich Location: 11124 E. 28th St. N., Bldg. 108, Wichita, KS 6722

Cranbrook Location: 10111 E. 21st St. N., Bldg. 403, Wichita, KS 67206

Tyler Pointe Location: 8641 W. 13th St. N., Bldg. 117, Wichita, KS 67212

- * **DECORATE YOUR SUITE** Personalize your space to reflect your brand and attract clients. Keep it classy, clean, and clutter-free.
- * **PROMOTE YOURSELF ON SOCIAL MEDIA** Connect with Utopia on social media for additional promotional support.
- * **CHOOSE YOUR RETAIL AND BACKBAR LINES** Select retail and backbar lines that align with your preferences. Reach out to Nathaniel Fredrick at State Beauty Supply, Adrienne Fry at Salon Centric, or Miriam Lane at Salon Service Group for assistance.
- * **BUILD A WEBSITE** Consider building a website to showcase your services, policies, and attract clients. The Thriving Stylist Website Academy Course offers valuable guidance. [Link](#)
- * **ENJOY COMING TO WORK** Congratulations! You are working WHEN you want to work and taking hours and days off when you need to tend to yourself, your family, or work ON your business. You are charging your worth and KEEPING YOUR PROFITS! You are working in a space you designed and decorated! And you are selling the crap out of retail because it's the products YOU have CHOSEN to use and sell! And while you are totally independent, you are surrounded by other beauty professionals who respect your privacy but have your back!

As the owner of Utopia, the success of your business is my highest priority! My job is to be your landlord and on-site building manager, but I am always eager to support, mentor, and promote you in any way I can. Reach out anytime! I'm here for you and I'm so happy you are a part of Utopia Modern Salon Suites!

Thank you and best of luck! I wish you nothing but happiness and success!

Kristin Kienzle
Owner, Utopia Modern Salon Suites

- * A copy of this checklist will be uploaded into the app for your access. Additionally, an email copy is available upon request.