

Hotel Checklist Template

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- Basic Questions
 - Is the front desk staffed 24 hours a day?
 - Does the hotel offer non-smoking rooms?
 - Does the hotel allow pets? What size?
 - What is check in time? Check out time?
 - What is the policy for late check in?
 - What is the hotel's cancellation policy?
 - How much is the room tax?
 - What is the fee for local calls?
- Finding a Deal
 - Ask if they offer discounts (corporate, AAA, senior)
 - If lower advertised rate, ask for that rate.
 - Shop for internet discounts and web-only rates.
 - Travel agents can often get better deals.
 - Ask for extended stay discount for long trips.
- Hotel Amenities
 - Does the hotel have a restaurant or cafe?
 - Is there a pool or other recreational facilities?
 - Is there a playground or other children's facilities?
 - Is there a phone in the room?
 - Does the room have a private bath?
 - Are there business facilities (fax, internet, copier)?
- Making Reservations
 - Make reservations with a credit card in case you have problems.
 - Travel insurance will protect you if trip cancelled.
 - Read travel insurance policies carefully for exclusions.
 - Check your confirmation for errors as soon as you receive it.
 - Give someone your itinerary -- arrival, departure, hotel.
 - Double check your reservations before leaving.
- Safety Tips
 - Find out what the neighborhood is like.

- Research photos on the internet and in travel guides.
- Stay away from hotels with numbers on the keys.
- Ask for a room not on the first floor.
- Make sure there is a deadbolt on all exterior doors.
- Doors opening into interior hallways are safer.
- Check the fire escape route upon arrival.
- Use the hotel safe for valuables.
- Use the hotel main entrance after dark.
- Hang the "do not disturb" sign and leave TV on when gone.
- Accommodation Checklist**
 - Location** Where is the hotel located? Downtown? Near the airport? Near historical sites?
 - Rooms** What types of rooms does the hotel have available? Examples: single, double, smoking/non-smoking.
 - Rates** What are the room rates? Does the hotel offer any special or promotional rates? Examples: advance purchase discounts, weekend specials, rates which include breakfast and/or other amenities, corporate rates.
 - Taxes** What taxes are involved with my hotel stay? Examples: room occupancy tax, state tax, departure taxes, surcharges.
 - Reservations** Can my reservations be guaranteed if held with a credit card?
 - Confirmation** Does the hotel issue a confirmation number? Can I receive a copy of the hotel confirmation in writing?
 - Basic information** What are the hotel's address and phone/fax numbers?
 - Parking** What types of parking facilities does the hotel offer and what are the costs involved?
 - Amenities** What special features does the hotel offer? Examples: restaurants, pools, on-site recreation.
 - Accessibility** Is the hotel accessible for the disabled?
 - What are the hotel's check-in and check-out times?