

Hotel Daily Revenue Review Checklist

By Checklist.com

- ☐ **Record the review date and report snapshot**
Identify the completed business date, property, review owner and the time of the forward-booking snapshot. Flag reports that are provisional or incomplete.
- ☐ **Check data readiness and yesterday's open actions**
Confirm the relevant night-audit or reporting stage is complete. Review whether previous actions were implemented and verified before interpreting their possible effect.
- ☐ **Review room revenue, occupancy, ADR and RevPAR together**
Use the same report definitions for the current result and comparator. Check room-revenue scope, rooms sold and available-room changes; do not mix room revenue with total hotel revenue.
- ☐ **Compare the result with meaningful reference periods**
Review the approved budget or forecast and suitable prior weekdays or event periods. Note holidays, renovations or inventory changes that make a comparison misleading.
- ☐ **Explain the main segment and channel movements**
Check which segments, room types or channels contributed to the change. Distinguish a mix shift from a change in the rate paid for a comparable stay.
- ☐ **Review forward pickup and cancellations**
Compare matching snapshots over the agreed dates and lead times. Separate new bookings, cancellations and group changes where the reports allow it; net pickup alone can hide opposing movements.
- ☐ **Identify immediate selling or availability exceptions**
Check unexpected closures, unavailable room types, stale offers and material channel discrepancies. Confirm whether the issue is deliberate policy, a technical problem or an unverified report.
- ☐ **Check demand context before proposing a change**
Consider relevant events, competitor positioning, group updates and remaining capacity. Use evidence and the property's decision rules rather than copying a competitor's visible price automatically.
- ☐ **Record the decision and approval requirement**
State the action or decision to hold, affected dates and products, reason and approving role. Route actual rate or restriction updates through the controlled release process.
- ☐ **Assign verification and the next review trigger**
Name the owner and deadline for each action, how completion will be checked, and what new evidence would change the decision. Communicate guest-facing changes to the teams who need them.