

Hotel RFP Response and Group Proposal Checklist

By Checklist.com

- ☐ **Identify the enquiry and response owner**
Record the RFP or enquiry reference, hotel, planner contact and person responsible for the reply. Use the approved sales record for contact details.
- ☐ **Check the response deadline and submission route**
Confirm the due date, time zone, required portal or email route and any mandatory attachments. Plan internal approval early enough to submit through that route.
- ☐ **Extract the group requirements**
Read all attachments and questions. Note the stay pattern, room mix, attendee needs, event programme and requested services. Separate essential requirements from preferences.
- ☐ **Clarify gaps before building the offer**
Ask the planner about conflicting dates, missing quantities or ambiguous inclusions. Record what is still awaiting clarification; do not silently substitute an assumption.
- ☐ **Verify rooms for every requested night**
Ask reservations or revenue to check sellable inventory and room types across the full stay pattern, including any requested early arrivals or extended stays. Confirm the basis of any alternatives.
- ☐ **Confirm event-space and service feasibility**
Where requested, check the programme with events and the teams delivering it. Include layout, setup and turnaround constraints, accessibility needs, catering and equipment. Do not use maximum room capacity as proof that the requested setup fits.
- ☐ **Agree the commercial offer with the authorized approver**
Obtain approved room rates and relevant package, space or service pricing. Check requested concessions against the property's approval limits. Escalate exceptions before they appear as commitments.
- ☐ **Check inclusions, charges and calculation basis**
Show what is included and excluded, the currency and applicable taxes or fees. Ensure totals use the correct dates, quantities and units; avoid mixing per-person and per-room figures.
- ☐ **Verify proposed terms and availability wording**
Use current approved wording for any hold, expiry, payment, cancellation or room-block conditions. Distinguish available, held, subject-to-confirmation and unavailable inventory. Do not invent deadlines or guarantee requests awaiting approval.
- ☐ **Write a response to each requirement**
Answer the planner's questions in order. Use relevant property strengths, identify limitations and label alternatives clearly. Check that attachments and images actually describe the offered space or service.
- ☐ **Reconcile the proposal with supporting records**
Compare the finished proposal against the latest RFP, pricing approval and availability checks. Remove obsolete attachments, placeholders and another group's details. Resolve inconsistent dates or terms.
- ☐ **Obtain final approval to submit**
Record the approved proposal version and approver in the sales record. If a material point remains unresolved, hold the response or obtain approval for explicitly qualified wording.
- ☐ **Submit the approved response and retain evidence**
Use the required route before the deadline. Check that the submission completed and the correct files were sent. Record the receipt or sent-message reference; a saved portal draft is not a submitted proposal.
- ☐ **Assign the follow-up and maintain the enquiry status**
Record the next contact date and owner. Log later changes as a new approved proposal version. Move an accepted offer through the agreement process rather than marking the group confirmed from a positive email alone.