

WORKSHEETS

6: HOTEL RESERVATIONS PICK-UP REPORT

Group Name: _____

Meeting: _____ Meeting Dates: _____

Day of first mailing: _____ Hotel: _____

City: _____ State: _____ Hotel cutoff date: _____

Hotel guest room rates: Single: _____ Double: _____ Suites: _____

Tax: _____% Gratuities: _____%

Complimentary policy: _____

Group		RESERVATIONS TO BE FILLED IN ON DATES LISTED BELOW							On-Site		
Date	Block	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Final	Walk-In	No-Show	Actual

Comments: _____
