



Pre-Shift Meeting Checklist

Prepared By: _____ Date: _____

_____ House Count Arrivals _____
 Available Rates _____

_____ Daily Group Information 1 Arrivals _____
 Billing Information _____
 Rates _____
 Special Notes _____
 2 Arrivals _____
 Billing Information _____
 Rates _____
 Special Notes _____

_____ V.I.P.'s and Special Requests _____

_____ New Policies or Memo's _____

_____ Any mistakes that have happened by staff or managers _____

_____ Any general discussion information _____

Notes: