



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: