Cardinal Hospitality Red Book

Groups / Events Today: _____

Meeting Room Rental (Refer to Meeting Room Binder, Make sure to have Room Setup properly in time)

Daily Communication (Issues, Rate Adjustments, Room Changes, Comments for Next Shift)

Wake Up Calls (for tomorrow morning)

Late Check Outs (today)

Room	Time	GSR	Room	Time	GSR	Room	Time	GSR	Room	Time	GSR

Guest Requests (Maintenance, Housekeeping, Special Requests, All Customer Complaints Go here)

Room#	Request/Issue/Resolution

Welcome Call Log (All Guests should be contacted within 45 mins of checkin until 9 p.m.)

Room#	GSR	Comments	Room#	GSR	Comments	Room#	GSR	Comments