Process: How to do a Front Office courtesy calling		
Objective :	To check if the guest is comfortable and to get feedback	
Responsibility:	Front Office Staff	

S.No.	Procedure	Standard (Measurement, Number, Time, Quantity, Precautions, Phraseology etc.)
1.	Courtesy call is made for the following guests	 All VIP In-bouse guest All Long Staying In-bouse guest depending on the length of their stay All guest a day prior to their departure
2.	For a VIP guest	 For VIP guest, Guest Relations will make first courtesy call after the ten minutes of the check In of the guest in the room
3.	Points to be kept in mind while making courtesy calling to a VIP staying guest	Guest Relations will ask guest following questions related to the experience of their Stay in the hotel Is be comfortable in the room? How did be find the room? Does be wish to reserve himself for lunch/dinner in the hotel restaurants? Does be wish to use the health Club and Beauty Parlour services?
4.	Explain a long staying guest	 Any assistance he requires, please call guest relations at extre A long staying guest is one who stays in the hotel for a minimum period of 10 nights
5.	For a long staying guest	 For a long staying guest, Guest relations will give minimum three courtesy calls to the guest and will have a courtesy meet with the guest. The process will be repeated every ten days for guest staying for more than ten days
		 Guest Relations will take the printout of long staying In house guest report. Guest Relations will call the guest in their room post 17:00hrs.
6.	Points to be kept in mind while making courtesy calling to a long staying guest	Guest Relations will ask guest following questions related to the experience of their Stay in the hotel. How is their stay in the hotel? How is the food and the service of the hotel?

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JR Anderson

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