

Front Desk Policies and Procedures.

Name Recognition!

- ✓ It is essential that we use the guest name. It creates a personal connection between the guest and yourself that makes them feel welcome and valued.

Check In Procedure

- ✓ Always greet guest with a smile.
- ✓ Use guest name at check in at **least** twice.
- ✓ Acknowledge their HHonors tier and airline.
- ✓ If guest is not already a HHonors member offer to sign them up.
- ✓ Verify room type and length of stay.
- ✓ Make sure the guest initials rate and signs the registration card. Unless they are Gold or a Diamond member then just give them keys.
- ✓ Remind guest of our 100% Hampton guarantee policy.

Inform guest of all hotel amenities and hours of operation.

- Complimentary hot breakfast
- Fitness center
- Pool
- Guest laundry
- Business center
- Complimentary high speed Internet access.

Never say guestroom number out loud politely point at number on key card sleeve.

Courtesy Call back Log

- ✓ After guest checks into room you need to call their room to ensure the quality and comfort of the guestroom.
- ✓ Offer a wake up call.
- ✓ Remind them again of the 100% Hampton guarantee.
- ✓ Thank the guest for their business.

Proper Check out Procedure

Front Desk Policies And Procedures Manual

C Cleary



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