

# Standard Operating Procedure No: 27

|                         |                                                          |
|-------------------------|----------------------------------------------------------|
| <b>Process :</b>        | <b>How to do a Front Office courtesy calling</b>         |
| <b>Objective :</b>      | To check if the guest is comfortable and to get feedback |
| <b>Responsibility :</b> | Front Office Staff                                       |

| S.No. | Procedure                                                                       | Standard (Measurement, Number, Time, Quantity, Precautions, Phraseology etc.)                                                                                                                                                                                                                                                                                                                    |
|-------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Courtesy call is made for the following guests                                  | <ul style="list-style-type: none"> <li>All VIP In-house guest</li> <li>All Long Staying In-house guest depending on the length of their stay</li> <li>All guest a day prior to their departure</li> </ul>                                                                                                                                                                                        |
| 2.    | For a VIP guest                                                                 | <ul style="list-style-type: none"> <li>For VIP guest, Guest Relations will make first courtesy call after the ten minutes of the check In of the guest in the room</li> </ul>                                                                                                                                                                                                                    |
| 3.    | Points to be kept in mind while making courtesy calling to a VIP staying guest  | <p>Guest Relations will ask guest following questions related to the experience of their Stay in the hotel</p> <ul style="list-style-type: none"> <li>Is he comfortable in the room?</li> <li>How did he find the room?</li> <li>Does he wish to reserve himself for lunch/dinner in the hotel restaurants?</li> <li>Does he wish to use the health Club and Beauty Parlour services?</li> </ul> |
| 4.    | Explain a long staying guest                                                    | <ul style="list-style-type: none"> <li>Any assistance he requires, please call guest relations at extn: _____</li> <li>A long staying guest is one who stays in the hotel for a minimum period of 10 nights</li> </ul>                                                                                                                                                                           |
| 5.    | For a long staying guest                                                        | <ul style="list-style-type: none"> <li>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</li> </ul>                                                                                                               |
|       |                                                                                 | <ul style="list-style-type: none"> <li>Guest Relations will take the printout of long staying In house guest report.</li> <li>Guest Relations will call the guest in their room post 17:00hrs.</li> </ul>                                                                                                                                                                                        |
| 6.    | Points to be kept in mind while making courtesy calling to a long staying guest | <p>Guest Relations will ask guest following questions related to the experience of their Stay in the hotel.</p> <ul style="list-style-type: none"> <li>How is their stay in the hotel?</li> <li>How is the food and the service of the hotel?</li> </ul>                                                                                                                                         |

# Hotel Manual Front Office Sop

**L Cohen**



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## **Table of Contents Hotel Manual Front Office Sop**

1. Understanding the eBook Hotel Manual Front Office Sop
  - The Rise of Digital Reading Hotel Manual Front Office Sop
  - Advantages of eBooks Over Traditional Books
2. Identifying Hotel Manual Front Office Sop
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Hotel Manual Front Office Sop
  - User-Friendly Interface
4. Exploring eBook Recommendations from Hotel Manual Front Office Sop
  - Personalized Recommendations
  - Hotel Manual Front Office Sop User Reviews and Ratings
  - Hotel Manual Front Office Sop and Bestseller Lists
5. Accessing Hotel Manual Front Office Sop Free and Paid eBooks
  - Hotel Manual Front Office Sop Public Domain eBooks
  - Hotel Manual Front Office Sop eBook Subscription Services
  - Hotel Manual Front Office Sop Budget-Friendly Options

6. Navigating Hotel Manual Front Office Sop eBook Formats
  - ePub, PDF, MOBI, and More
  - Hotel Manual Front Office Sop Compatibility with Devices
  - Hotel Manual Front Office Sop Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Hotel Manual Front Office Sop
  - Highlighting and Note-Taking Hotel Manual Front Office Sop
  - Interactive Elements Hotel Manual Front Office Sop
8. Staying Engaged with Hotel Manual Front Office Sop
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Hotel Manual Front Office Sop
9. Balancing eBooks and Physical Books Hotel Manual Front Office Sop
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Hotel Manual Front Office Sop
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Hotel Manual Front Office Sop
  - Setting Reading Goals Hotel Manual Front Office Sop
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Hotel Manual Front Office Sop
  - Fact-Checking eBook Content of Hotel Manual Front Office Sop
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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