



Guest Room Essentials Evaluation Checklist



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The Guest Room Essentials Checklist is a quick hospitality check for your guest room or any space where you may host company. Take a few minutes and go through the list making sure you have all of the essentials on hand — and assess what you may need to procure in the future to make your guest's experience even more awesome.

- ▣ good lamps
- ▣ a mirror
- ▣ a trash can
- ▣ accessible outlets
- ▣ tray or empty bowl
- ▣ tissues
- ▣ good pillows
- ▣ a place for suitcases
- ▣ storage space
- ▣ passwords and codes
- ▣ local information
- ▣ tourist information
- ▣ laundry information
- ▣ books of local interest
- ▣ reading material
- ▣ a guest book
- ▣ a bathrobe

Notes:





Hosting Essentials Pre-Visit Checklist

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The Hosting Essentials Pre-Visit Checklist helps you in the days before guests arrive. It includes basic tips and tasks which are the same whether your mother-in-law or the Queen of England is coming to visit. Print it a few days before each visit to make sure you have your guest room in ship shape!

- ✦ clean bedding
- ✦ clean towels
- ✦ a trash can
- ✦ accessible outlets
- ✦ tray or empty bowl
- ✦ tissues
- ✦ a place for suitcases
- ✦ storage space
- ✦ plants or flowers
- ✦ spare toiletries
- ✦ reading materials
- ✦ child-friendly items
- ✦ writing supplies
- ✦ feminine products
- ✦ toilet paper
- ✦ hairdryer
- ✦ a bathrobe

Notes:





Toiletries Train Case Contents Checklist

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Fill a vintage train case or another pretty container with toiletries for your guests in case they forget anything on their journey. Restock before each visit!

- toothbrushes
- toothpaste
- dental floss
- Advil
- earplugs
- mints
- sunscreen
- mini-tissue packs
- soap
- shampoo
- conditioner
- shower cap
- sewing kit
- mouthwash
- lip balm
- sleeping mask
- lotion
- aloe vera gel
- hand sanitizer
- wet wipes

Notes:

