

Hotel Info And Booking Engine Form.

Please fill all the details with " * "

****NOTE: Below information is important to configure your website and booking engine, request you to fill all the details.***

*Hotel Name	
*Hotel Address	
*Google My Business Link (GMB), if not available share the Google Map Link (or the Lat & Long)	
*GMB POC Contact (Name & Number)	
*Hotel Phone number (recommended as per GMB)	
*Hotel Email id	
*Website URL (If you have an existing website)	
Hotel Time Zone	
*Hotel Currency (IMP - if outside of India)	
*Primary Contact Person Name	
Primary Contact Designation	
*Primary Contact Person Phone Number	
*Primary Contact Person Email ID	
*Reporting Contact Person Name	
Reporting Contact Designation	
*Reporting Contact Person Phone Number	
*Reporting Contact Person Email ID	
*Finance Contact Person Name	
Finance Contact Designation	
*Finance Contact Person Phone Number	
*Finance Contact Person Email ID	
*Invoicing Address	

Website Menu Items

*Q1. What are the main content pieces that you'd like to have on your website?

S No	Types of pages:	Mention Yes / No
1	Home Page	

2	Rooms	
3	Location	
4	Photo Gallery	
5	Offers	
6	Restaurants	
7	Banquets	
8	Facilities	
9	Spa	
10	Contact Us	

Home Page

***Q1. What are the key selling points of your hotel (location, price, luxury, service)?**

Answer - _____

***Q2. Who are most of your guests (corporate, leisure; from a particular market or geographical location)?**

Answer - _____

***Q3. Why do guests choose your hotel over a competitor or Unique Selling Points (7 minimum)?**

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***Q4. What information would you like to be highlighted on home page?**

Answer - _____

***Q5. Please mention any keywords which you believe your customers would use to search for the hotel (e.g., Hotels on MG Road).**

Answer - _____

***Q6. Please mention if you have any reference websites?**

Answer - _____

***Room Information**

***Q1. What are your different Room Types (e.g., Deluxe Room, Junior Suite)?**

For each Room Type enter the information below:

*Room Type	*No of Rooms	*Sq. Ft.	*Max Adults	*Max Children	*Max Guests (Adults + children)	What differentiates this room type from other room types (e.g., size, separate living area)? What are the reasons for a guest to upgrade?

***Q2. Are there any other things you'd like to highlight for rooms?**

***Room Amenities (Please provide the amenities for each room type. Feel free to add other amenities below and remove the amenities that not relevant)**

Room Type	Eg. Room 1	Room 2	Room 3	Room 4
Bed type (Mention bed type)				
Air-conditioning				
Separate living room				
Complimentary internet access				
Television (mention size)				
Balcony				
Complimentary bottled water				
Tea & coffee maker				
Mini-bar				
24 hour room service				
In room safe				
Wardrobe				
Bathrobe and bath slippers				
Laundry Service				
Bathtub				
Jacuzzi				

Location

***Q3. What are the Tourist attractions or nearby locations that would be interesting for your Customers?**

-
-
-
-

*Offers

What are the promotions and offers that you are running? Please provide a brief description of each.

Answer -

Restaurants

(Delete this section if you do not have restaurants at the hotel.)

What are the dining choices at the restaurant?

For each dining choice, please provide the following information:

	Eg. Restaurant 1	Restaurant 2	Restaurant 3
Name of Restaurant			
Theme if any?			
Cuisine			
Alcohol Served			
Buffet available			
Timing			
Ambiance and seating (e.g., outdoor seating, or fine dining)			
Any other thing that you'd like to call out about the restaurant			

Banquets and Meeting Rooms

(Delete this section if you do not have banquets or meeting rooms at the hotel.)

How many banquet and meeting locations does the hotel have?

What are their names?

For each Banquet facility, please provide the seating capacity and amenities. Please add additional seating arrangements and amenities as needed.

		Hall1	Hall 2	Hall 3	Hall4
What is the banquet hall ideal for?	Eg. Conferences, Meetings & Weddings				
What is the size of the hall in Sq.ft?					
How many guests can be accommodated in the banquet hall?					
	Floating crowd				
	Theatre setting				
	U shaped setting				
	Cluster setting				
	Class room setting				
	Board room setting				
	Fish bone setting				
Banquet Facilities					
	Air conditioning				
	Wi-Fi				

	Projector				
	Audio visual equipment				
Any other things that we should highlight about the banquet hall	Eg. Pillarless, Convertible to use as smaller functional units.				

Spa

(Delete this section if you do not have a Spa at the hotel.)

What is the name of the spa?

What are the hours of operation?

What are the treatments offered at the spa?

What are the facilities at the spa (e.g., sauna, steam, salon, etc?)

Facilities

(Delete this section if we do not want Facilities as a menu item for the website.)

What are the different facilities that we should mention for the hotel (e.g., Swimming pool, fitness centre, Travel desk, etc.?)

	Eg. Facility 1	Facility 2	Facility 3	Facility 4
Name of the Facility				
Hours of operation				
Brief description				
Unique features if any				

About Us

(Delete this section if we do not want About Us as a menu item for the website.)

Tell us about the hotel (Origins of the property. Eg. Architecture, Heritage).

Answer - _____

Tell us about the founders of the hotel

Answer - _____

Tell us about the mission, vision & values of the hotel

Answer - _____

Other Information

Answer:

If you have selected any other tab for the hotel, please provide us with information that should go on that tab.

Information that can be taken from the current website:

If any of the information like restaurant, banquet halls can be taken from the current website, please mention so in front of the section. However, please make sure the information is in sync with the information provided by the client. Also, please provide relevant photographs. Photographs will not be downloaded from the current website.