GROUP INQUIRY WORKSHEET

Front Desk Associate – Enthusiastically welcome the call, "Great we love Groups – Have you stayed at Baymont Inns & Suites before? At Baymont Inns & Suites we offer a Free Hot Breakfast Bar, 42" LCD TV & DVD Player, a Computer in every room and new Serta Pillowtop Beds.

GROUP NAME:_____ DATE_____

CONTACT PERSON: _____

PHONE #:_____FAX #:_____

E-MAIL ADDRESS:_____

ARRIVAL DATE:_____DEPARTURE DATE:_____

NUMBER OF ROOMS/ROOM TYPE_____

SPECIAL REQUESTS:_____

Front Desk Associate – I will forward your Group Request to our General Manager and he/she will contact you within 24 hours with rates and availability.

Last Year ADR/OCC
Current ADR/OCC

Date	Comments (rate quoted, feedback from group leader, etc.)