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| C:\Users\Regan\Desktop\HLogo.jpg | | Business Travel Sales  To-Do List |
| **1st Quarter** | * Check all accepted RFP’s for loading into the system at the appropriate rate. * Reach out to National Account Managers to see if promotional opportunities exist for new hotels. * Follow up with all RFP’s with pending statuses. * Make sure the front desk has all of the information for your Local and National Negotiated Rates including any inclusions. (breakfast) * Shop all your accounts at the competitor hotels to see any rate changes they made for accounts. | |
| **2nd Quarter** | * Monitor all account internet sites for competitor information. * Monitor your competitor’s websites for local corporate offices for business development. * Begin preparing for RFP Season with Qualifier or Request to Bid information. * Update CNR Account Review Tool * Begin updating RFP Tool info for your brand with any renovations, etc. | |
| **3rd Quarter** | * Begin looking for RFP’s and Qualifier Acceptances * Determine your local account pricing for next year. * Train backup person on property on how to use RFP Program * Check multiple outside sources for RFP’s (RFP Express, Lanyon, etc) | |
| **4th Quarter** | * Send out new rate agreement letters for Local Accounts * Update CNR Account Review Tool * Continue responding to RFP’s * Start rate load process for Local Accounts * Create Sales & Marketing Plan Action Items for Business Travel including Travel Agency Visits. | |