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| C:\Users\Regan\Desktop\HLogo.jpg | Business Travel SalesTo-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.
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| **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.
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| **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)
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| **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.
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