

Hotel room block checklist

For weddings, corporate retreats, reunions, sports teams, and any group traveling to the same place on the same dates.

Decide before you reach out

Event dates and arrival pattern

Guests needing a hotel

Room mix (kings, doubles, suites)

Must haves (venue distance, meeting space)

Total guests

Rooms per night, by night

Nightly budget range

One hotel or two price points

Questions to ask every hotel

- ☐ What is the group rate, and which room types does it cover?
- ☐ What taxes, resort fees, and parking costs are added?
- ☐ Do you offer a courtesy block with no attrition?
- ☐ If not, what is the attrition percentage?
- ☐ When is the cutoff date?
- ☐ Can guests get the rate a few days before and after?
- ☐ Do you offer comp rooms, and at what ratio?

- ☐ Will there be a booking link, group code, or custom page?
- ☐ Do rooms booked outside the block count toward it?
- ☐ What deposits are required, and when?
- ☐ What is the cancellation policy for the block?
- ☐ Is shuttle service or transportation available?
- ☐ Is there meeting or event space, and any food and beverage minimum?
- ☐ Any perks like breakfast, a hospitality room, or upgrades?

Before you sign

- ☐ Attrition terms are clear, including when the hotel reviews your bookings
- ☐ Cutoff date gives guests enough time to book after invitations go out
- ☐ Cancellation clause and fees are spelled out by date
- ☐ A force majeure clause covers events outside your control
- ☐ The contract says whether rooms booked outside the block are credited
- ☐ Rate, room types, and any comp rooms or perks match the proposal
- ☐ You know who is financially responsible for unbooked rooms
- ☐ Deposit amounts and due dates are on your calendar

After you sign

- ☐ Add the booking link to your wedding website, invitation, or company event page
- ☐ Send the guest email as soon as the link is live
- ☐ Check bookings about 60 days out and send a reminder
- ☐ Check again about 30 days out, before the cutoff date
- ☐ Ask the hotel about adding rooms if the block is filling up
- ☐ Review the final room list with the hotel the week before arrival

Notes

Want someone to request proposals, compare hotels, and review the contract for you? I source room blocks for groups around the world. Email hello@journeyswithjb.com to get started.