

The Westin St. Francis

Information for Group Resume

TO: FAX: PHONE

FROM: FAX: 415.403-0681
 St. Francis Hotel PHONE: 415-774-0126
 Convention Services Manager

In order to prepare for your group arrival to the hotel, please give us as much information as possible.

Group On-Site contact:
 Cell Phone Number:
 SPG/SPP number :(please provide this for point awards):

Group profile – What is the purpose of the trip? Is this a business meeting, leisure, incentive or mix?

Will spouses travel with the attendee? Y or N

Is there anyone who we should pay special attention to, VIP, President of organization etc? If so, please fill out the grid below:

MUST HAVE ALL INFO COMPLETE IN GRID IN ORDER TO VIP GUEST

NAME/TITLE	ARR. DATE & TIME	DEP. DATE & TIME	BILLING FOR VIP	SPECIAL REQUESTS OF VIP?

How does the group arrive? Individual or together?

Mostly from SF Airport? Y or N

*If everyone is arriving together, has transportation been arranged?

Y or N

Who is the transportation company?

Date & Time of arrival?

If the group is arriving together, will the group pay for Portage?

All guests must have bags labeled with their names.

If the group is departing together, will the group pay for Portage?

(Portage is \$3.00 per bag per trip) (\$6.00 per bag round-trip).

What time do you want the bags pulled? (Must be left inside room, behind door for bellman retrieval)

Is there anyone driving into the hotel? If so, estimate the usage of garage i.e. how many cars should the garage be expecting?

Are there any room deliveries (gifts) for the group? Y or N

If Yes, please indicate date, time and type of item to be delivered:
(Room deliver price is \$1.50 per piece to be placed underneath the door and \$3.00 per item per room to be placed inside the room)

Is there any activities planned outside the hotel? If Yes, please provide details of transportation companies, DMC's, pick-up, drop-off times etc.

Who are the authorized signers for the group's master account?

What is the billing for the group?
Room & Tax to master for the entire group or individual pay on own?

Will you need a Cash Advance? Please specify total amount, exact denominations and date needed. (Max of \$2,000.00)

Usage of any contractual concessions & complimentary room nights?
List guest names?

What is the billing address & person's name where/who bill is to be sent to at end of program?

Does your group use the food & beverage outlet in the hotel?
Light, Moderate or heavy?

Do your guests use the Health Club/Spa? How often and how many people?

Any boxes being delivered here at the hotel?

What shipping company?

How many boxes?

Tracking numbers?

Where should they be sent?

If boxes being shipped to hotel, must have name of group & onsite contact for group.

Any special needs of the group?