

# Guest Accommodations Checklist



Make copies of this list and supply to anyone in your family or wedding party who might be contacted by the out-of-town guests for accommodation information.

<b>Blocks of Rooms Reserved for Wedding Guests at:</b>	
Hotel Name:	
Address:	
Phone:	Toll-Free:
Contact:	
Website:	
Wedding Party Name:	
Directions:	
Amenities:	
Distance from Wedding Venue:	Distant from Reception Venue:
Daily Rate Single Room:	# of Rooms Reserved:
Daily Rate Double Room:	# of Rooms Reserved:
Dates Reserved:	
Reservation Deadline:	
Payment Terms:	
Notes:	