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Dear Coach,

This checklist has been designed to assist you with your team travel in support of new guidelines. This checklist is for you to complete. Please share this with your hotel during your planning conversations.

## TEAM CHECKLIST

### ***CHECKLIST TO HELP TEAMS PLAN TRAVEL WITH MARRIOTT***

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#### **TEAM ARRIVAL ARRIVAL**

- Time?
- Who will pick up the keys and when?
- Who is distributing the keys?
- When do the attendees actually arrive?
- Will anyone use the Marriott Bonvoy mobile app for check-in/mobile key?
- Is everyone pre-reg/pre-key?
- Will there be additional arrivals after the team arrives?
- Should the hotel turn off movies and phones in guestrooms (i.e. incidentals)?
- Can the hotel transfer calls to rooms?
- Do you want team taking elevator or stairs?
- Do you prefer all rooms to be on a lower floor so guests can use the stairs?
- Do any guests need wake up calls?

#### **TEAM DEPARTURE DEPARTURE**

- What is the team's departure time?
- What is the estimated check out time?

All keys to be left in room or disposed of by team.

#### **TRANSPORTATION BUSES**

- How many buses?
- Will buses need to be parked at the hotel?
- Does the bus driver need a room?

#### **GAMES GAME INFORMATION**

- When is the team scheduled for practices?
- What time are the games?

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## CONTACT

### EMERGENCY CONTACT

- Who is the person to contact in case of emergencies?
- What security does the team have?
- Who is the primary on-site contact?
- Who is the head coach?
  
- Are there curfews?
- Is a team doctor traveling with the group?

## ON PROPERTY

### BLOCKING

- Do you prefer the team to be on the same floor?
- Does the coaching staff need to be on a different floor?
- Are there upgrades needed?
- Will guests share rooms? How many rooms with double beds?
- Do you want to reserve extra guest rooms in case someone needs their own room?

## MEALS

- Are there going to be team meals? If so, what days/times?
- Are they meals at the hotel or off-site?
- Are you using the hotel restaurant?
- Do you want staff-served buffet and/or boxed/grab and go?

## MEETING ROOMS/AUDIOVISUAL

- Do you need meeting rooms for team meals?
- Do you need a TV/VCR/DVD player in meeting space or coaches' rooms?

## FITNESS CENTER

- Do you expect the Fitness Center to be heavily used? If so, what days/times?
- Do you need ice?

## HOUSEKEEPING

- Are there certain times restricted for pre-game naps or times to avoid cleaning rooms?
- For a 2 or more nights stay, does the group want housekeeping, or just want towels replenished?

## SOCIALIZING/STUDYING

- When and how many people need a space?

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**PPE**

Will you be bringing or shipping additional hand sanitizer, masks, or additional PPE?

For any questions related for Marriott about groups and reservations, please contact to:  
[accountsales@marriott.com](mailto:accountsales@marriott.com)