EAST HARBOR TRAVEL & VACATION

Room-block checklist

Group Travel Desk / Planning worksheet

Before asking for a quote

State the check-in and check-out dates and the estimated room count.

Ask when unused rooms are released and how changes are handled.

What to confirm

Check whether rates include breakfast and any taxes or fees.

Keep traveller names and payment information out of your enquiry.

Room-block questions

Include the departure reference and estimated room count.

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