

FAX TO:

ATTN:

RE: Rooming List

DATE(S) NEEDED: _____

FROM: Tour Manager
PHONE: (213) 555-5555

Can you please prepare keys and rooming lists for arrival at: _____ on _____

WHO ROOM TYPE NIGHTS

Name & Name Double / Smoking
Name & Name Double / Smoking
Name & Name Double / Smoking
Name & Name Double / Non-Smoking

-- OR --

Name & Name Double / Smoking
Name & Name Double / Smoking
Name & Name Double / Smoking
Name & Name Double / Smoking
Name & Name Double / Smoking
Name & Name Double / Non-Smoking
Name & Name Double / Non-Smoking

**If you have any questions, please contact TOUR MANAGER at
(213) 555-5555**

NOTES TO HOTEL STAFF:

Please distribute this memo to the hotel staff and/or post it in places the staff will see it, but make sure it's not visible to the public eye. Thanks.

When we checked in, the artist's Tour Manager setup a later checkout time for us at _____AM / PM

Please try to refrain from vacuuming or otherwise making excessive noise in the hallways and/or open hotel rooms. We understand the need for the hotel staff to do their jobs, but if you must vacuum, please close the hotel room door when you vacuuming and cleaning it. Thanks.

Please inform ** ALL ** staff to NOT DISTURB Any of the rooms in this list before that time (EXCEPT FOR ROOM #: _____) which is the Tour Manager.

Direct any and/or all questions regarding these rooms to the artist's Tour Manager.

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