

CHAPERONE

HOTEL CHECK-OUT PROCEDURE

Room#: _____

Wednesday, March 27th

7:00 AM - Wake-up Call

8:00 AM - Deluxe Breakfast in **Hotel Banquet Hall**

8:30 AM - First Wave of check-outs for students not returning with us

9:00 AM - Finish Check-out procedures and take attendance

9:30 AM - **DEPART HOTEL for Hollywood Studios!**

Please instruct students to have their luggage, uniforms, and any equipment lined up neatly just outside their hotel room in the hallway. At that time, you may check their room and dismiss them to load once the check is completed. This procedure will allow for all students to be present during the inspection. In the past, there has been no one present in the room and the chaperone was then forced to clean up after the students. This is procedure worked better for us during our last trip.

_____ Check drawers and closets

_____ Check bathroom and behind its door

_____ Check for physical damage both to the room and contents

_____ Check for the proper amount of towels

_____ Check for the Alarm Clock

_____ Check for the TV Remote

_____ Check for the proper amount of pillows

_____ Check the condition of the carpet

_____ Check the Safe Deposit Box (if needed)

_____ Check the Refrigerator (if needed)

_____ Other

_____ Collect all the room keys and leave them on dresser.

_____ Instruct students to board the bus

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