**New Hotel Load Checklist**

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| MARSHA Code | SZXFI | Opening Date | 10/01/17 |
| GRMRS contact person | Prisca Jackson | Email address | Grmrs.hq@marriott.com |

**GRMRS – Phase 1: first steps**

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| Completed By | Date |  |
| PJ | 8/9 | Check Phase I- ensure phone, fax, and address are filled in. Can still send without phone/fax however, contact hotel to send over once available & make note on processing email. |
| PJ | 8/9 | Review room pools, compare against Room Pools by Brand document. Recommend modifications as needed. |
| PJ | 8/9 | Ensure all information on each page is filled out and is appropriate for the brand/hotel. If not request to have missing information filled out by sender |
| PJ | 8/9 | Complete VID. |
| PJ | 8/9 | Review accessible inventory; request clarification for numbers that do not make sense. |
| PJ | 8/9 | Forward VID, Phase 1, checklist and any special instructions via email. Ensure email subject line includes hotel code, name (including brand), Phase 1.  Distribution list:   * MARSHA Help Desk * Shirley Coghill * Omaha Marketing Systems Dept -[Omaha.MarketingSystems@Marriott.com](mailto:Omaha.MarketingSystems@Marriott.com) * Systems-ResGDS * [EPIC.Support@Marriott.com](mailto:EPIC.Support@Marriott.com) * Bonnie Donohue * Terry Hubbling * GRMRS * Copy MSAMs Beth Taylor, Beth Hammer, Joseph Marra and Jenny Manikham as appropriate   For Autograph only: do not request “make viewable on Marriott.com.” Lori Mastroianni will coordinate all marketing activities for the Autograph brand. |
| PJ | 8/9 | Create a New Folder on Team Share with new Hotel name and Upload Phase 1 and VID |
| PJ | 8/9 | Update the Pre-Opening spreadsheet that P1 has been sent out for processing; include your name & date. |

**OMS – P1: initial loading process**

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| Completed By | Date |  |
|  |  | Authorize all room pools to zero. |
|  |  | Load property facts page. |
|  |  | Load VHAP; ensure cancel policy complies with corporate directive. |
|  |  | Update KOR via MarRFP for all room pools. |
|  |  | Extended Stay: place SPE/NWL restrictions. |
|  |  | All other brands: Place NMQ/SPE/NWL restriction; send request to MARSHA Help Desk to NPC through kdate. |
|  |  | Authorize accessible inventory in VRQ, authorize smoking/nonsmoking in international hotels. |
|  |  | Verify VGIR restriction extensions are set to “yes” and room pool counts are accurate. |
|  |  | Verify VMRU is loaded. If not, notify Shirley Coghill and Andre Hodo. If nearest Marriott brand hotel is greater than 50 miles away, no VMRU is required. |
|  |  | Notify GRMRS that P1 is complete & include this checklist, copy Patty Marley and Geoff Gray. |
|  |  | Update phase tracking spreadsheet; do not indicate completion unless all items are entirely finished. Add comments if needed. |

**GRMRS – P2: next steps**

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| Completed By | Date |  |
|  |  | Check the Pre-opening spreadsheet to ensure Phase II hasn’t been sent already |
|  |  | Match up P2 room pools and counts; address any mismatches prior to forwarding. |
|  |  | Check rate strategy for rational pricing. Address any irrational pricing issues.-**Completed by SRM** |
|  |  | Check special events, arrival, cancel policies and restrictions. Address any missing or unusual situations. –**Completed by SRM** |
|  |  | Forward P2 & this updated checklist; then save email to file  Distribution list:   * MARSHA Help Desk * Shirley Coghill * Omaha Marketing Systems Dept -[Omaha.MarketingSystems@Marriott.com](mailto:Omaha.MarketingSystems@Marriott.com) * GIGCsupport@marriott.com * Brittany McClellan * GRMRS * CY hotels copy Bridgette Muehlberger * Copy MSAMs Beth Taylor, Beth Hammer, Joseph Marra and Jenny Manikham as appropriate * Copy Patty Marley * Geoff Gray |
|  |  | On the Pre-Opening spreadsheet - In Phase II area add date & enter comment with your name & date Phase II loading grid was sent for processing. |
|  |  | Upload new Phase II to Team share under the correct hotel folder |

**OMS – P2: preparing for first sell date**

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| Completed By | Date |  |
|  |  | Review Special Instructions on Welcome page of P2. Address any questions with GRMRS. |
|  |  | Match max occupancies/room descriptions in welcome tab with P1. Modify MarRFP as needed. |
|  |  | Confirm day level restrictions and zero cap inventory on any newly added bed types. |
|  |  | Load rates, place restrictions, terms and conditions, booking rules, etc. following instructions on Rate Loading Guide. |
|  |  | NMQ Special Event rates through kdate. Extended stay, NMQB |
|  |  | VGAP Marriott Rewards at 10%. Place Inventory Control Dates. |
|  |  | Extended Stay: M99 rate categories B-G & Z through kdate.  Exception: If any of those rate categories contain a Retail Rate, **do not** restrict it. |
|  |  | All other brands: NMQ rate categories B-G & Z through kdate.  Exception: If any of those rate categories contain a Retail Rate, **do not** restrict it. |
|  |  | Create sell strategy (VSSA to build). |
|  |  | Verify spelling of hotel name and address on Pure pick list and Marriott.com. |
|  |  | Submit for post load audit. |
|  |  | Make corrections/modifications based on post load audit. |
|  |  | Authorize all room pools to 100%; confirm day level restrictions remain in place. |
|  |  | Send turnover email to GRMRS, include checklist: copy Patty Marley, Geoff Gray and OMS. |

**GRMRS – P2: setting first sell date**

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| Completed By | Date |  |
|  |  | Change Phase 2 cell on Pre-Opening Spreadhsheet to “AUDIT” add comment with your name and date auditing. |
|  |  | Work on Phase II audit Template. |
|  |  | Be thorough, check to make sure everything in HPP and MARSHA matches what’s been submitted on the Phase II loading grid. |
|  |  | Once complete, forward original email with Checklist and Audit to SRM and [GRMRS.HQ@marriott.com](mailto:GRMRS.HQ@marriott.com) to have efast assigned. |
|  |  | Move original email and sent email to Phase 2 folder. |
|  |  | Update Pre-Openings Spreadsheet – Enter “Done” in the Phase II cell and add comment with name, date audit completed. |

**OMS – loading notes**

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