

# *B&B and More...*

## INTERVIEW FORM



### **Initial Interview**

As part of getting to know you and your B&B, we will review a **checklist** that covers your procedures, from check-in, breakfast preparation, and afternoon snacks, to housekeeping, accounting, and check-out. If time permits, I would like to have an onsite walk-through. We'll then discuss the specific services you would like me to provide. At that point, I will prepare a contract indicating fees, which also will take into account the number of rooms.

Available services include:

### **Guest Services, as Specified in Your Guidelines**

- Check-in and check-out
- Tour of B&B and review of policies
- Preparation of breakfast, and afternoon or evening snacks
- Tour of area
- Concierge services
- Turn-over service, if needed

### **Inn keeping Services**

- Reservations and confirmations
- Bookkeeping and banking
- Correspondence
- Staff supervision
- Food shopping and menu planning
- Light house keeping of common areas
- Turn-over service, if needed