

Hotel Check List

1. Check the Reviews

Hotel reviews can be very helpful when selecting a hotel. Make sure you are choosing a hotel that has a good reputation and is sanitary.

2. Location

How close are you to your destination? Does the area fit within your budget? Is the area safe? If you need someplace to eat or pick up something at the store, is there anything close by? The closest or cheapest option in the area might not always be the best option. Consider expanding your search to the nearby area.

3. Cost

On the hotel website, select the number and type of rooms you are looking for with the dates of your stay. This will let you see an estimate of cost including the room and taxes/fees. Be aware that costs can change as your travel date gets closer, so the price may be higher than expected.

4. Availability/Timeline

Are you going to an event with many other schools participating? Are you going to another city with a large college that has other events going on? Hotel availability can change fast, so make sure to get your hotel booked **at least 2 weeks** in advance of travel.

5. Group Number

Hotels only allow 4 per room, take this into consideration when planning your group's rooming.

6. Hotel Chains

Hotels Chains are easier to work with and are more used to large groups traveling.