

VIP Welcome Preferences Sheet

Guest Name

Room Number

Arrival Date

Departure Date

Company / Group

Title / VIP Status

WELCOME AMENITIES

Amenity	Required	Notes
Fresh Flowers	☐	
Fruit Basket	☐	
Special Sweets/Pastry	☐	
Chocolate Selection	☐	
Room Decoration	☐	

MINIBAR / BEVERAGES PREFERENCES

Indicate preferred beverages, brands, or allergies:

DIETARY RESTRICTIONS / SPECIAL REQUESTS

Specify

ROOM PREFERENCES

Bed Type

Pillow Type

Room Temperature Preference

Other Requests

OTHER REMARKS

Prepared by