

HOTEL BOOKING CHECKLIST

12 essential checks before you confirm your reservation

Use this checklist while reviewing the final reservation summary, before submitting payment. Each item identifies a specific detail to verify.

☐	01	Arrival and departure dates, number of nights, guest count and room count match your travel plans.
☐	02	The booked room category, bed arrangement and occupancy limit match your requirements.
☐	03	The final payable amount includes all applicable taxes and disclosed additional charges.
☐	04	The hotel's full address matches the property you intend to visit.
☐	05	Recent guest reviews have been checked for recurring concerns relevant to your stay.
☐	06	Essential facilities and specifically requested amenities are available or confirmed.
☐	07	Check-in and check-out times fit your travel schedule, including any late-arrival arrangements.
☐	08	The cancellation deadline, refund conditions and applicable penalties are understood.
☐	09	The payment schedule, accepted payment methods and any security deposit are clear.
☐	10	Rules and charges for children, extra beds and additional guests are understood.
☐	11	The booking platform is trustworthy and the final reservation details are correct.
☐	12	The confirmation, reservation reference, payment receipt and hotel contact details are saved.

BEFORE YOU PAY

If an important detail remains unclear, get an explanation before completing the reservation.

Printable checklist • Keep it with your travel documents