HOTELOPS TOOLKIT · LOOK-INSIDE SAMPLE

Revenue Monday Ritual Pack

$44 · B1 Weekly Workbook · B2 Monday Agenda

IN THIS SAMPLE

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Page 3 · B1 Revenue Weekly Workbook — Flash (Excel)

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Every page here is cropped and watermarked SAMPLE so you can judge the layout and depth before you buy. It is not a usable copy.

The full, editable files come as one zip, instantly after checkout.

Prices in USD, one-time. Checkout by Lemon Squeezy.

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Faulty or not as described? We fix it or refund within 14 days. No change-of-mind refunds.

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30-MINUTE RUN ORDER · HOTELOPS TOOLKIT

Revenue Monday: the 30-minute run order

Print page 1 for the meeting room · B1 on the screen, B2 in the chair's hand

THE RUN ORDER

Min	Block	B1 tab	Leave with
0–3	**Last week's actions**	09 Actions	Each one done and loaded, or carried with a new date. No debate about why.
3–8	**Results**	01 Flash	One sentence for last week and one for month to date: occupancy, ADR, RevPAR against budget and last year.
8–15	**Pace and the next 14 nights**	02 Pace · 03 Next 14	A call for each horizon: PUSH, HOLD, RAISE or RESTRICT, with the nights named.
15–19	**Pickup since last Monday**	04 Pickup	Where demand moved, and whether it changes a call.
19–23	**Segments and channels**	05 Segments · 06 Channels	One segment or channel to grow or cut this week, and why.
23–26	**Groups and comp set**	07 Groups · 08 Comp Set	Convert or release tentatives. Are we priced right against the set on the named nights?
26–30	**Moves, ops check, sign-off**	09 Actions	Every move with owner, due time and channel. Housekeeping and front office can deliver it. Chair signs.

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HOTELOPS TOOLKIT · LEADERSHIP EDITION

B1 · 01 Flash · last week and month to date

SAMPLE DATA: fictional Demo Hotel. Clear the yellow cells and enter your property name on Settings before live use.

Week commencing 05 Jan 2099 · month to date: 11 nights · 120 rooms · USD

INPUTS (FROM YOUR PMS AND BUDGET)

	Last week actual	Last week budget	Last week STLY	MTD actual	MTD budget	MTD STLY	Where to find it
Nights in period	7	7	7	11	11	11	Auto: 7 for the week, Settings for MTD
Out-of-order room nights	6	0	4	9	0	6	PMS out-of-order report
Rooms sold (room nights)	640	625	600	955	980	930	PMS manager's report (exclude complementary if your budget does)
Room revenue	94,720	93,750	85,200	140,385	147,000	131,130	PMS manager's report, net of tax

RESULTS (CALCULATED)

	Last week actual	Last week budget	Last week STLY	MTD actual	MTD budget	MTD STLY
Rooms available	834	840	836	1,311	1,320	1,314
Occupancy %	76.7%	74.4%	71.8%	72.8%	74.2%	70.8%
ADR	148.00	150.00	142.00	147.00	150.00	141.00

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B2 · LEADERSHIP EDITION

Revenue Monday Agenda

A 30-minute Monday meeting run from the B1 workbook. Every block ends in a decision, an owner and a time it is loaded.

Property	_____
Owner	GM (chairs) · Revenue lead or Front Office Manager (owns the numbers) · Sales (if you take groups)
When used	Every Monday at _____ (same time, same room, 30 minutes). B1 is updated before the meeting starts.
Done means	B1 numbers reviewed · a call made for each horizon · every rate, restriction or channel move written with an owner and a due time · "Loaded?" confirmed by end of day · chair signs.
Version	2.1 · October 2026
Last reviewed	____ / ____ / _____ Next review: ____ / ____ / _____ By: _____

Open B1-Revenue-Weekly-Workbook.xlsx on the screen before you start. Its tabs are in the same order as this agenda. If a number is missing, write "NIL" or "TBC" with an owner. Do not guess a number to finish the meeting.

1. BEFORE AND AFTER THE MEETING (REVENUE LEAD, ABOUT 20 MINUTES)

- ☐ Run the PMS reports: last week's actuals, month-to-date, on-the-books by night for the next 90 days, and the same reports for last year
- ☐ Update B1: 01 Flash, 03 Next 14, 04 Pickup, then 02 Pace for 15–90 nights, 05 Segments and 06 Channels
- ☐ Shop the comp set for tonight, this Friday and Saturday, and next weekend (B1 tab 08 Comp Set). Note where you shopped
- ☐ Check group cut-off dates for the next 30 days (B1 tab 07 Groups)
- ☐ List open actions from last Monday (B1 tab 09 Actions) and whether they were loaded
- ☐ Send the B1 file, or a screenshot of the Flash tab, to attendees 15 minutes before

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