



## Guest Room Checklist

### **BEDROOM:**

- Drawer space and hanging space for guests' clothing
- Fresh sheets on the bed
- Clock with easy-to-use alarm
- Storage space for luggage
- Extra blankets and pillows
- Hangers in the closet
- Wastebasket

### **BATHROOM:**

- Set of towels and washcloths,
- with a place for hanging them
- Toilet paper, tissues, and soap
- Hair dryer
- Night-lights to light the way
- Warm, fluffy robe on a hook
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### **NICE TOUCHES:**

- Internet access, with instructions
- Reading light near bed
- Books, magazines, and other reading material
- Binder with brochures about attractions in your city
- Key to your house with important phone numbers
- Telephone, if available, with local phone book
- Guest Book for signing remembrances of the visit
- Carafe of drinking water, or bottled water
- Glasses for drinking
- Special treats like fruit, chocolate, or cookies
- Fresh flowers

### **Basket or box with items the guest may have forgotten:**

- Shampoo
- Toothbrushes
- Toothpaste
- Deodorant
- Feminine products
- Razors
- Shaving cream
- Cotton balls
- Emery boards
- Hand cream
- Tylenol/Advil & heartburn medicine