

Front Desk & Reception SOP

Hospitality & Travel

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Get a polished front-desk SOP from check-in to check-out — reservations, ID and Form C for foreign guests, in-stay service, check-out and upsell moments. Fill in your setup below.

Purpose of this tool & output

A polished check-in to check-out reception process

How the output is used

Use the SOP to run a polished check-in to check-out reception process every time.

Important cautions

AI-generated SOP; verify current Form C and guest-record rules.

Companion documents

- Hotel Operations SOP Builder
- Housekeeping SOP & Checklist
- Guest Experience Blueprint
- Hotel Revenue Management Plan
- New Hotel Opening Checklist
- Room Amenities & Standards Planner

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.