**End of Season Handover**

Please complete the below as fully as possible

**The Facts:**

|  |  |
| --- | --- |
| Official Star Rating |  |
| T/Sun Rating |  |
| Numbers of Buildings |  |
| Number of Floors |  |
| Number of Rooms |  |
| Lifts |  |
| Board Basis |  |
| Location of the hotel and transfer time |  |
| Hotel Address |  |

**Hotel Staff information**

|  |  |
| --- | --- |
| Hotel Manager Name + Email address  |  |
| Front Desk Manager |  |
| F&B Manager |  |
| Other Key Hotel People to know and why, e.g. Housekeeping, Public Relations etc. |  |

**Entertainer Information:**

|  |  |
| --- | --- |
| Where is the Entertainers Board Located: |  |
| What contribution did the Entertainers make to the Welcome Meeting: |  |
| Where was the Welcome meeting located? |  |
| What times and days were the Welcome generally held? |  |

**Entertainment**

|  |  |
| --- | --- |
| Daytime activities provided (Attach 3 day & 4 day programme) |  |
| Evening entertainment provided (Attach 3 day & 4 day programme) |  |
| Does any entertainment provided by the hotel prevent TUI Entertainment being fully delivered?If yes please explain |  |
| What venues are used for **daytime** TUI Entertainment within the hotel? |  |
| What venues are used for **evening** TUI Entertainment within the hotel? |  |
| What areas did you use for outdoor activities?Does the hotel provide any equipment set-up for these activities (eg. Marshmallow toasting) |  |
| Is there any entertainment provided locally in the resort? If so what?(for example, weekly live music) |  |
| Where is the Non-TUI Entertainment advertised? |  |
| Sound equipment provided by the hotel -Please listSound equipment provided by TUI – Please list and let us know what condition this is in ie. Is it broken? Does it work? How many of each itemWhere will this be stored?Sound Levels |  |
| Storage Facilities |  |
| Do reps get involved in the Entertainment? How? |  |
| Hotel Celebrations that might affect entertainment |  |
| Hotel Provided Prizes |  |
| Where will Captain T be stored for next year? |  |
| Where will equipment be stored for next year? |  |

**Airport - Describe how it runs**

**Festive Finale - Describe how it runs and if you have to travel to a different venue to do this**

**Daytime Entertainment**

Please provide feedback on the following activities – (What worked/what didn’t and why)

|  |  |
| --- | --- |
| Festive Fun (Indoor) |  |
| Festive Fun (Outdoor) |  |
| Christmas Treats |  |
| Christmas Crafts |  |
| Christmas Choir |  |
| Christmas Conundrums |  |
| Christmas Conundrum – Handouts |  |
| Captain T Storytime |  |

**List most popular Daytime Activities: Why? -**

**List least popular Daytime Activities: Why? -**

**Evening Entertainment**

Please provide feedback on the following activities – (What worked/what didn’t and why)

|  |  |
| --- | --- |
| Christmas Chaos/Character Meet & Greet |  |
| Captain T’s Crazy Christmas |  |
| Lapland Elves |  |
| Christmas Cabarets |  |
| Light Entertainment Formats |  |
| Festive Finale/Jingle Bell Rock |  |

**List most popular elements to evening: Why? -**

**List least popular elements to evening: Why? -**

**Entertainers general comments: -**