



## 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