

Weekly Sales Activity Report

Salesperson: _____

Property: _____

Week Ending _____

	TOTAL HOURS			NUMBERS			REVENUE (DEFINITE FUTURE BOOKINGS ONLY)				
	OUTSIDE OFFICE	IN SALES OFFICE	OTHER THAN SALES*	IN-OFFICE VISITS/TOURS	OUTSIDE CALLS	FILE PHONE CALLS	NEW ACCT PHONE CALLS	GUEST ROOMS	FOOD & BEVERAGE	MTG ROOM RENTAL	TOTAL
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
TOTALS											
GOAL											

*EXPLAIN _____

SOFT (*Success, Opportunities, Failures, Threats*) _____

In-Office Visits: Prospects or customers visiting the property to discuss group business.

Definite Future: This is an estimate of group food, beverage, meeting room rentals and sleeping rooms booked that day for future dates.

General Manager's Signature _____

