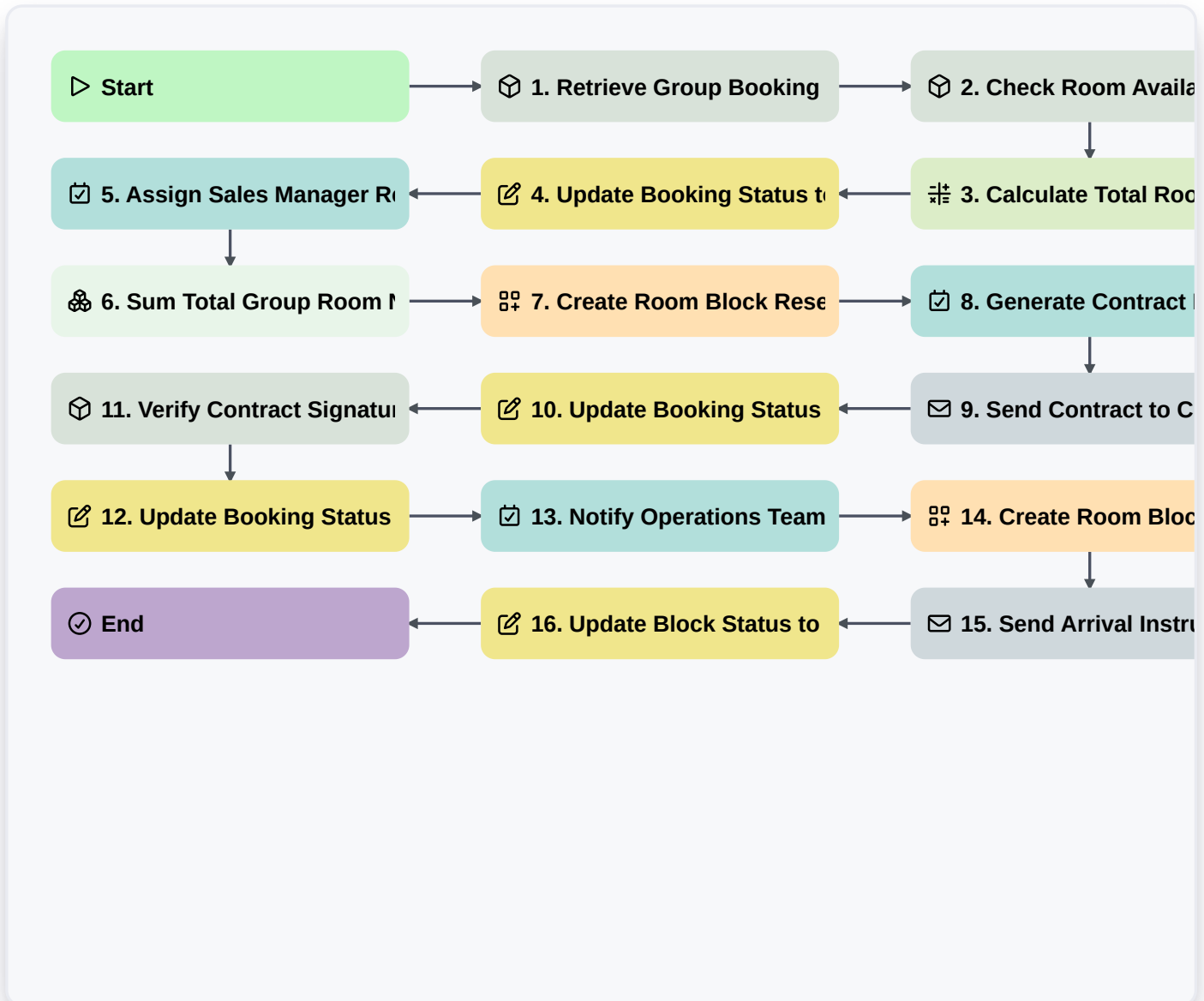


Hotel Group Booking And Room Block Management Workflow



▶ Start

Start of the Workflow/Process.

1. Retrieve Group Booking Request

Fetch the initial booking request details from the Group Booking Data Model.

2. Check Room Availability

Query the Room Inventory Data Model to check availability for the requested dates.

3. Calculate Total Room Night Revenue

Multiply the number of rooms by the number of nights and the agreed group rate.

4. Update Booking Status to 'Reviewing'

Update the status of the Group Booking entry to 'Under Review' once the request is received.

5. Assign Sales Manager Review

Create a task for the assigned Sales Manager to review the feasibility of the block.



6. Sum Total Group Room Nights

Aggregate all room counts across different sub-blocks within the group to find the total volume.

7. Create Room Block Reservation

Create a new entry in the Room Block Data Model once the group request is approved.

8. Generate Contract Draft

Create a task for the Legal/Contract team to generate the group agreement.

9. Send Contract to Client

Send an email containing the contract link to the client's email address.

10. Update Booking Status to 'Contract Sent'

Update the booking entry status to reflect that the contract is currently with the client.

11. Verify Contract Signature

Retrieve the signed contract document and status from the Document Data Model.

12. Update Booking Status to 'Confirmed'

Update the Group Booking entry to 'Confirmed' once the signed contract is detected.

13. Notify Operations Team

Create a task for the Front Office/Operations team to prepare for the group arrival.

14. Create Room Block Manifest

Create a manifest entry to track individual guest names within the group block.

15. Send Arrival Instructions to Client

Send a final email to the client with check-in details and group arrival instructions.

16. Update Block Status to 'Closed'

Update the Room Block entry to 'Closed' after the group's departure date has passed.

End

End of the Workflow/Process.