### **Hotel Guest List**

#### **Event Details**

* **Hotel Name:** [Hotel Name]
* **Check-In Date:** [Date]
* **Check-Out Date:** [Date]
* **Event Associated (if any):** [Event Name]

#### **Guest Information**

| **S. No.** | **Guest Name** | **Contact Information** | **Room Type** | **Number of Rooms** | **Check-In/Out Status** | **Special Requirements** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | [Name] | [Phone/Email] | [Single/Double/Suite] | [Number] | [Checked-In/Out Status] | [Allergies, Preferences, etc.] |
| 2 | [Name] | [Phone/Email] | [Single/Double/Suite] | [Number] | [Checked-In/Out Status] | [Allergies, Preferences, etc.] |

#### **Summary**

* **Total Guests:** [Number]
* **Rooms Booked:** [Number]