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# HISTORIC HOTELS *of* AMERICA

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National Trust *for* Historic Preservation®

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## New Hotel Workbook

Please send the below filled out form to [webmaster@historichotels.org](mailto:webmaster@historichotels.org) by the due date on your on-boarding calendar or sooner if possible. Any delays in completing and returning this document will result in delays to the hotel's live date on [HistoricHotels.org](http://HistoricHotels.org).

In order to enhance your hotel page, please send all high resolution images including a high resolution transparent logo to [images@historichotels.org](mailto:images@historichotels.org) when sending in Workbook.

### Hotel Information

Hotel Name

Year Original Property Opened

Year the Current Hotel Opened

Hotel Address

Architectural Style (select from drop down menu below)

Is your hotel pet friendly?	Y	N
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Is smoking allowed?	Y	N
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What time is check out?

What time is check in?

Does your hotel utilize any eco-friendly policies?	Y	N
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If yes, please tell us about them:

## History

If you have a history page or section on your website, please link it here:

If your hotel has a video detailing it's history, please share a Youtube or Vimeo link here:

Does your hotel have any ghost stories you would like to share? Y N

If so, please tell us about them here:

Has your hotel had any famous guests, such as presidents, throughout history? Y N

If the answer is yes, list the guests by name, date they stayed, and any other interesting facts about their visit:

Does your hotel have any connections to film, television, or other media? For example, was something filmed there? Y N

If the answer is yes, share some more information:

Use this space to share additional historic information, such as historic architectural features:

## **Culinary**

List each restaurant, bar, or lounge at your hotel along with a brief description. You can also provide links to the website for the restaurants.

If you have a video relating to the restaurants or culinary experiences offered, please share a Youtube or Vimeo link here:

Please list any culinary experiences available at your hotel. (i.e. an afternoon tea, a complimentary happy hour, wine tastings, or cooking classes.)

### **Culinary Heritage**

- Items that were created, invented, or first served at the hotel. This can include an entrée, an appetizer, a dessert, or a special beverage or cocktail.
- Food or beverage item that has been identified with the hotel and/or the hotel's history for at least 50 years.

### **Culinary Traditions**

- Items that were perfected or made part of the hotel's culinary traditions at least 25 years ago. These items do not need to be invented at the hotel but should have a special association with hotel. For example, a drink created to celebrate a famous visitor or a dish named for a major significant historic event.
- Favorite item of a former famous guest that is still being served and associated with or named for said famous former guest

- Recipe for a food dish served at the hotel that uses ingredients from a heritage company that has been making the ingredients for at least 75 years

Does your hotel have any food or beverage items of historical significance that are still served to this day? Y      N

If yes, provide any information regarding this menu item, including a recipe. Please also submit a relevant image.

## Accommodations

What is the total number of accommodations your hotel offers?

How many of those accommodations are guestrooms?

How many are suites?

Does your hotel offer accessible rooms? Y      N

Adjoining rooms? Y      N

List each room type available at your hotel :

List the in-room amenities (i.e. coffee maker, toiletries, television, etc.) :

## Meetings, Weddings, and Reunions

Please list any event spaces available at your hotel and any other relevant information including square footage, location on property, etc.

What features and amenities do you offer for events hosted at your hotel?

## Activities

Does your hotel have a spa or salon on site? Y N

If yes, provide more information. What services are offered? Do guests need an appointment or are walk-ins allowed? Use this space to share more about the spa.

Does your hotel have golf on site? Y N

If yes, provide more information about the courses and other services offered:

Does your hotel offer any kid-friendly programming?

Y      N

If yes, use this space to provide more information:

Does your hotel offer any of the following? (check all that apply)

Pool

Gardens

Shuttle

Activity Centers

Vehicle Rentals

Fitness Center

Onsite art galleries and museum

Historic Tours

What other activities are available to guests when they stay at your hotel?

## Concierge Guide

List up to five activities or recurring events that guests can partake in around the hotel:

*i.e. City tours, kayak rentals, brewery tours, museums*

List up to five foods, drinks, or restaurants that guests should try during their visit. These can be found within the hotel or nearby. Foods the city or region are known for are ideal:

*i.e. New Orleans beignets*

List up to fifteen nearby points of interest. These should fall under the following categories:

Landmarks: famous historic sites, national or regional sites

*i.e. Ford's Theater in Washington, D.C.*

Museums/Zoos/Aquariums

*i.e. Oregon Museum of Science and Industry in Portland, Oregon*

Cultural/Historical: theaters, cultural center, major performing arts centers

*i.e. The Mary Todd Lincoln House in Lexington, Kentucky*

Outdoor Attractions: renowned public park or natural local monuments

*i.e. Walden Pond State Reservation in Cambridge, Massachusetts*

## Miscellaneous

Throughout the year, Historic Hotels of America releases various Top 25 lists. Please indicate below if your hotel would qualify for any of the following lists:

Top 25 Most Haunted Historic Hotels	Y	N
<i>Read more: <a href="#">The Top 25 Most Haunted Historic Hotels for 2020</a></i>		
Top 25 Most Magnificent Gingerbread Displays	Y	N
<i>Read more: <a href="#">The 2020 Top 25 Most Magnificent Gingerbread Displays</a></i>		
Top 25 Most Magnificent Art Collections	Y	N
<i>Read more: <a href="#">The 2021 Historic Hotels Most Magnificent Art Collections</a></i>		
Top 25 Most Magnificent Gardens	Y	N
<i>Read more: <a href="#">The 2020 Top 25 Most Magnificent Gardens</a></i>		
Top 25 Historic Hotels for a Romantic Proposal	Y	N
<i>Read more: <a href="#">The 2021 Top 25 Historic Hotels for a Romantic Proposal</a></i>		
Culinary Heritages and Traditions	Y	N
<i>Read more: <a href="#">The 2019 Historic Hotels of America Top 25 List of Historic Hotels with the Most Unique Culinary Heritage and Culinary Traditions</a></i>		

## Videos

If you have additional videos you would like to share, please copy and paste a link to the videos on Youtube or Vimeo and we can add them to the media gallery when we build the hotel profile.