

Ready, Set, Go: Starting Your Chapter's B&B

- 1) Determine what sisters would like to participate as (a) a hostess and/or as (b) support for hostesses.
- 2) Assess potential hostesses' interest, capacity, availability, and capability to participate using the ***P.E.O. Bed & Breakfast Hostess and Helper Information*** form or one adapted for your chapter.
 - a) Guestrooms can have a twin (1 or 2), double, queen, or king bed. They could also have a day bed or even a sleeper sofa or futon.
 - For the bedroom, provide:
 - (1) Clean linens
 - (2) Wi-Fi sign in code
 - (3) Night light (for safety in strange setting)
 - (4) Kleenex
 - (5) Access to plug-ins for recharging electronics
 - When possible, guests also appreciate:
 - (1) Chair for sitting/putting on shoes/resting/reading
 - (2) Folding luggage rack or suitable place to open luggage
 - (3) Table lamp next to bed and chair for reading
 - (4) Alarm clock at bedside or in bathroom
 - (5) Guest book to record who has been a guest
 - b) Private baths are preferred, but shared may also be acceptable.
 - For the bath, provide:
 - (1) Night light
 - (2) Two glasses or paper cups for water
 - (3) Towels and hanging racks or hooks
 - (4) Hair dryer
 - (5) Extra toiletries like a hotel provides, e.g. shampoo, conditioner, cotton swabs, Q-tips, body lotion, make-up remover
- 3) Once you have determined who has a guest room or rooms and would like to participate in some way, ask for assistance from a few sisters to:
 - a) Determine suggested pricing and write the suggested listing.
 - The price can be the same or different for the number of guests per room
 - Many chapters use a "dynamic pricing" structure. This "special" pricing goes into effect for things like big sporting events, festivals, holiday celebrations, etc.
- 4) Prepare a brief presentation for the chapter outlining why the committee is recommending participation, who will participate, who will chair and serve on the committee, what the yearly costs will be for the insurance and listing, the proposed listing and contact person, and when the chapter will begin, ending with a proposal to proceed with establishing a B&B for the chapter.

So, your chapter approved your committee to proceed with a B&B and your listing is live.

First, relax and get ready to have some good times with your company. It is fun to meet your sisters from other places, learn what their chapters are doing, and share what your chapter does for activities, socials and to raise money for our philanthropic projects.

First things first. Good communication is key. Once you have been contacted, be very responsive to the request. They need information from you to make their travel plans, and you need information from them. Also, agree to touch base closer to arrival and ask your guest to text or email you the day of their arrival for their ETA. Inform them if you want them to park in a certain place and let them know you can assist them with good restaurants close by. You may also offer to meet for a "dutch" dinner together. One hostess said that 75% of the guests want to do this. Offer something to drink and time to relax and visit once you've shown them their room and the bags have been brought in.

Use a form that you e-mail or complete when chatting with them or develop an online form. Be organized when you talk with them as there is key information you need to determine:

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- Name of guest(s)
- Email address
- Cell Phone Number and whether they accept texts
- Guest Chapter Initials, City & State
- Mailing Address of P.E.O. guest
- Names of other guest(s) in party, any children
- Arrival and Check-Out Date
- Arrival Time (Approximate) and Departure Time (Approximate)
- Are stairs acceptable?
- Ask what sleeping arrangement is acceptable if there are choices, e.g. 2 twins, double, etc.
- Any food allergies or special diet requirements
- Cat and/or dog in residence acceptable
- Breakfast preference for
 - High protein, low fat breakfast
 - Dry cereal
 - Full breakfast
- Any other special requirements/requests
- Also provide the cost of their choice of accommodation, e.g. One bedroom & bath (1-2 guests) - \$xx.xx/night; Two bedrooms & two baths (2-4 guests) - \$xxx.xx/night

International URLs

1) B&B Listings

<https://www.peointernational.org/resources/directories/bed-breakfast-listings/>

2) Guidelines for P.E.O. Bed and Breakfast

https://www.peointernational.org/wp-content/uploads/2023/10/Guidelines-for-P.E.O.-Bed-and-Breakfast_2024_Final.pdf

3) P.E.O. International – Bed & Breakfast Insurance Coverage

<https://www.peointernational.org/wp-content/uploads/2023/11/bedandbreakfast2022insurance.pdf>

4) Bed & Breakfast Ledger Sheet

<https://www.peointernational.org/wp-content/uploads/2023/10/BB-Ledger-Sheet.pdf>

5) P.E.O. Bed and Breakfast Listing for P.E.O. International member website

https://peointernational.formstack.com/forms/bed_and_breakfast

Questions? Contact us!

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