

# Morning Shift Handover Template

## Front Desk

### SHIFT DETAILS

Date	Shift Time
Front Desk Staff (Outgoing)	Front Desk Staff (Incoming)

### GUEST ARRIVALS

### GUEST DEPARTURES

### IN-HOUSE GUESTS (NOTABLE)

### PENDING TASKS / FOLLOW-UPS

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### INCIDENTS / ISSUES

### MESSAGES / SPECIAL REQUESTS

### OTHER NOTES

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Outgoing Staff Signature

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Incoming Staff Signature

