

# 2011 Annual Calendar

## January

M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

New Year's Day  
Epiphany  
Martin Luther King, Jr. Day

Sa-1  
Th-6  
M-17

## February

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Groundhog Day  
Super Bowl XLV  
Lincoln's Birthday  
Valentine's Day  
Presidents' Day  
Washington's Birthday

W-2  
Su-6  
Sa-12  
M-14  
M-21  
Tu-22

## March

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mardi Gras (Shrove Tuesday)  
Ash Wednesday  
Commonwealth Day (Canada)  
St. Patrick's Day  
Spring Begins

Tu-8  
W-9  
M-14  
Th-17  
Su-20

## April

M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April Fools' Day  
Tax Day  
Palm Sunday  
Passover Begins  
Good Friday  
Easter Sunday  
Administrative Professionals Day

F-1  
F-15  
Su-17  
Tu-19  
F-22  
Su-24  
W-27

## May

M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Cinco de Mayo  
Mother's Day  
Armed Forces Day  
Victoria Day (Canada)  
Memorial Day (observed)

Th-5  
Su-8  
Sa-21  
M-23  
M-30

## June

M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Children's Day  
Whit Sunday (Pentecost)  
Flag Day  
Trinity Sunday  
Father's Day  
Summer Begins

Su-12  
Su-12  
Tu-14  
Su-19  
Su-19  
Tu-21

## July

M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Canada Day  
Independence Day

F-1  
M-4

## August

M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Local schools and colleges begin this month. Watch for turnover. Plan for September labor and staffing changes.

## September

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Labor Day  
Grandparents' Day  
Independence Day (Mexico)  
Autumn Begins  
Rosh Hashanah Begins

M-5  
Su-11  
F-16  
F-23  
Th-29

## October

M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Yom Kippur  
Columbus Day (observed)  
Thanksgiving Day (Canada)  
National Boss Day  
Halloween

Sa-8  
M-10  
M-10  
Su-16  
M-31

## November

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

General Election Day  
Veterans Day  
Remembrance Day (Canada)  
Thanksgiving Day  
Biggest Retail Shopping Day  
Advent Begins

Tu-8  
F-11  
F-11  
Th-24  
F-25  
Su-27

## December

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Hanukkah Begins  
Winter Begins  
Christmas Eve  
Christmas Day  
2nd Biggest Retail Shopping Day  
Boxing Day (Canada)  
Kwanzaa Begins  
New Year's Eve

W-12  
W-21  
Sa-24  
Su-25  
M-26  
M-26  
M-26  
Sa-31

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### KEY:

○ = Holidays

□ = Days that may affect your business



# April 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				April Fools' Day 1	2	3
4	5	6	7	8	9	10
11	12	13	14	Tax Day 15	16	Palm Sunday 17
18	Passover Begins 19	20	21	Good Friday 22	23	Easter Sunday 24
25	26	Administrative Professionals Day 27	28	29	30	

# May 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	Cinco de Mayo 5	6	7	Mother's Day 8
9	10	11	12	13	14	15
16	17	18	19	20	Armed Forces Day 21	22
Victoria Day (CAN) 23	24	25	26	27	28	29
Memorial Day (observed) 30	31					

# June 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	Children's Day Whit Sunday (Pentecost) 12
13	Flag Day 14	15	16	17	18	Father's Day Trinity Sunday 19
20	Summer Begins 21	22	23	24	25	26
27	28	29	30			



March 2011

M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 2011

M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# April 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				April Fools' Day		
				91/274 <b>1</b>	92/273 <b>2</b>	93/272 <b>3</b>
94/271 <b>4</b>	95/270 <b>5</b>	96/269 <b>6</b>	97/268 <b>7</b>	98/267 <b>8</b>	99/266 <b>9</b>	100/265 <b>10</b>
				Tax Day		Palm Sunday
101/264 <b>11</b>	102/263 <b>12</b>	103/262 <b>13</b>	104/261 <b>14</b>	105/260 <b>15</b>	106/259 <b>16</b>	107/258 <b>17</b>
	Passover Begins			Good Friday		Easter Sunday
108/257 <b>18</b>	109/256 <b>19</b>	110/255 <b>20</b>	111/254 <b>21</b>	112/253 <b>22</b>	113/252 <b>23</b>	114/251 <b>24</b>
		Administrative Professionals Day				
115/250 <b>25</b>	116/249 <b>26</b>	117/248 <b>27</b>	118/247 <b>28</b>	119/246 <b>29</b>	120/245 <b>30</b>	

Notes:

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**Friday, April 1st, 2011**

1

March 2011							April 2011							May 2011						
M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	
28	29	30	31										30	31						

**April Fools' Day**

**Upcoming April Holidays and Events:**

Tax Day (15th), Palm Sunday (17th), Passover Begins (19th), Good Friday (22nd), Easter Sunday (24th), Administrative Professionals Day (27th)

<b>AM Room Attendant Mgr:</b> _____ <b>Staff on Duty:</b> _____ _____ _____ _____	<b>PM Room Attendant Mgr:</b> _____ <b>Staff on Duty:</b> _____ _____ _____ _____	<b>Total Rooms Cleaned:</b> _____ <b>On Change:</b> _____ <b>Rooms Vacant:</b> _____ <b>Rooms out of order:</b> _____
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**Daily Communication**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Late Checkouts**

Room #	Room #	Room #	Room #	Room #	Room #	Room #	Room #	Room #	Room #
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

**Make Ready Rooms**

Room #	Completed By	Inspected By	Room #	Completed By	Inspected By
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**House Count Management**

	8 a.m	10 a.m.	12 p.m.	2 p.m.	4 p.m.	6 p.m.
Departures						
Arrivals						
Vacant Ready						
Vacant Dirty						

**Groups (In House or Arrivals)**

Name	Special Instructions
_____	_____
_____	_____
_____	_____

## Guest Issues

Room #	Guest Name	Issue/Concern	Assigned To	Followed Up By
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Equipment/Supplies To Order

	Ordered?		Ordered?
<input type="checkbox"/>	Y/N	<input type="checkbox"/>	Y/N
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Special Projects (Goals, Deep Cleaning, Calls To Make)

- Room Attendant: \_\_\_\_\_
- \_\_\_\_\_
- Houseman: \_\_\_\_\_
- \_\_\_\_\_
- Floor Care: \_\_\_\_\_
- \_\_\_\_\_
- Lobby Attendant: \_\_\_\_\_
- \_\_\_\_\_

## Room Damage/Loss

Damage/Loss	Guest Name	Item(s)	Est. Cost	Charged Y/N	Assigned To
_____	_____	_____	\$ _____	Yes / No _____	_____
_____	_____	_____	\$ _____	Yes / No _____	_____
_____	_____	_____	\$ _____	Yes / No _____	_____
_____	_____	_____	\$ _____	Yes / No _____	_____
_____	_____	_____	\$ _____	Yes / No _____	_____
_____	_____	_____	\$ _____	Yes / No _____	_____

## Lost & Found

Room #: _____	Item: _____	Room Attendant: _____	Status: _____
Room #: _____	Item: _____	Room Attendant: _____	Status: _____
Room #: _____	Item: _____	Room Attendant: _____	Status: _____
Room #: _____	Item: _____	Room Attendant: _____	Status: _____
Room #: _____	Item: _____	Room Attendant: _____	Status: _____
Room #: _____	Item: _____	Room Attendant: _____	Status: _____
Room #: _____	Item: _____	Room Attendant: _____	Status: _____

Department Head: \_\_\_\_\_ Division Head: \_\_\_\_\_ GM: \_\_\_\_\_



# July 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				Canada Day 1	2	3
Independence Day 4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# August 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# September 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
Labor Day 5	6	7	8	9	10	11 Grandparents' Day
12	13	14	15	Independence Day (Mexico) 16	17	18
19	20	21	22 Autumn Begins	23	24	25
26	27	28	Rosh Hashanah Begins 29	30		



# Four-Year U.S. & Canada Holiday Planner

Use this page and your previous records to track and plan your holiday business.

2009	2010	2011	2012
<p><b>January</b></p> <p>Th-1 New Year's Day</p> <p>M-19 Martin Luther King, Jr. Day</p> <p><b>February</b></p> <p>M-2 Groundhog Day</p> <p>Th-12 Lincoln's Birthday</p> <p>Sa-14 Valentine's Day</p> <p>M-16 Presidents' Day</p> <p>Su-22 Washington's Birthday</p> <p>Tu-24 Mardi Gras (Shrove Tuesday)</p> <p>W-25 Ash Wednesday</p> <p><b>March</b></p> <p>M-9 <i>Commonwealth Day (CAN)</i></p> <p>Tu-17 St. Patrick's Day</p> <p><b>April</b></p> <p>Su-5 Palm Sunday</p> <p>Th-9 Passover begins</p> <p>F-10 Good Friday</p> <p>Su-12 Easter Sunday</p> <p>W-22 Administrative Professionals Day</p> <p><b>May</b></p> <p>Tu-5 Cinco de Mayo</p> <p>Su-10 Mother's Day</p> <p>M-18 <i>Victoria Day (CAN)</i></p> <p>M-25 Memorial Day observed</p> <p><b>June</b></p> <p>Su-14 Flag Day</p> <p>Su-21 Father's Day</p> <p><b>July</b></p> <p>W-1 <i>Canada Day</i></p> <p>Sa-4 Independence Day</p> <p><b>August</b></p> <p>None</p> <p><b>September</b></p> <p>M-7 Labor Day</p> <p>Sa-19 Rosh Hashanah begins</p> <p>M-28 Yom Kippur</p> <p><b>October</b></p> <p>M-12 Columbus Day</p> <p>M-12 <i>Thanksgiving (CAN)</i></p> <p>F-16 Boss's Day</p> <p>Sa-31 Halloween</p> <p><b>November</b></p> <p>Tu-3 Election Day</p> <p>W-11 Veterans Day</p> <p>W-11 <i>Remembrance Day (CAN)</i></p> <p>Th-26 Thanksgiving Day</p> <p><b>December</b></p> <p>Sa-12 Hanukkah begins</p> <p>F-25 Christmas</p> <p>Sa-26 <i>Boxing Day (CAN)</i></p> <p>Sa-26 Kwanzaa begins</p>	<p><b>January</b></p> <p>F-1 New Year's Day</p> <p>M-18 Martin Luther King, Jr. Day</p> <p><b>February</b></p> <p>Tu-2 Groundhog Day</p> <p>F-12 Lincoln's Birthday</p> <p>Su-14 Valentine's Day</p> <p>M-15 Presidents' Day</p> <p>Tu-16 Mardi Gras (Shrove Tuesday)</p> <p>W-17 Ash Wednesday</p> <p>M-22 Washington's Birthday</p> <p><b>March</b></p> <p>M-8 <i>Commonwealth Day (CAN)</i></p> <p>W-17 St. Patrick's Day</p> <p>Su-28 Palm Sunday</p> <p>Tu-30 Passover begins</p> <p><b>April</b></p> <p>F-2 Good Friday</p> <p>Su-4 Easter Sunday</p> <p>W-21 Administrative Professionals Day</p> <p><b>May</b></p> <p>W-5 Cinco de Mayo</p> <p>Su-9 Mother's Day</p> <p>M-24 <i>Victoria Day (CAN)</i></p> <p>M-31 Memorial Day observed</p> <p><b>June</b></p> <p>M-14 Flag Day</p> <p>Su-20 Father's Day</p> <p><b>July</b></p> <p>Th-1 <i>Canada Day</i></p> <p>Su-4 Independence Day</p> <p><b>August</b></p> <p>None</p> <p><b>September</b></p> <p>M-6 Labor Day</p> <p>Th-9 Rosh Hashanah begins</p> <p>Sa-18 Yom Kippur</p> <p><b>October</b></p> <p>M-11 Columbus Day</p> <p>M-11 <i>Thanksgiving (CAN)</i></p> <p>Sa-16 Boss's Day</p> <p>Su-31 Halloween</p> <p><b>November</b></p> <p>Tu-2 Election Day</p> <p>Th-11 Veterans Day</p> <p>Th-11 <i>Remembrance Day (CAN)</i></p> <p>Th-25 Thanksgiving Day</p> <p><b>December</b></p> <p>Th-2 Hanukkah begins</p> <p>Sa-25 Christmas</p> <p>Su-26 <i>Boxing Day (CAN)</i></p> <p>Su-26 Kwanzaa begins</p>	<p><b>January</b></p> <p>Sa-1 New Year's Day</p> <p>M-17 Martin Luther King, Jr. Day</p> <p><b>February</b></p> <p>W-2 Groundhog Day</p> <p>Sa-12 Lincoln's Birthday</p> <p>M-14 Valentine's Day</p> <p>M-21 Presidents' Day</p> <p>Tu-22 Washington's Birthday</p> <p><b>March</b></p> <p>Tu-8 Mardi Gras (Shrove Tuesday)</p> <p>W-9 Ash Wednesday</p> <p>M-14 <i>Commonwealth Day (CAN)</i></p> <p>Th-17 St. Patrick's Day</p> <p><b>April</b></p> <p>Su-17 Palm Sunday</p> <p>Tu-19 Passover begins</p> <p>F-22 Good Friday</p> <p>Su-24 Easter Sunday</p> <p>W-27 Administrative Professionals Day</p> <p><b>May</b></p> <p>Th-5 Cinco de Mayo</p> <p>Su-8 Mother's Day</p> <p>M-23 <i>Victoria Day (CAN)</i></p> <p>M-30 Memorial Day observed</p> <p><b>June</b></p> <p>Tu-14 Flag Day</p> <p>Su-19 Father's Day</p> <p><b>July</b></p> <p>F-1 <i>Canada Day</i></p> <p>M-4 Independence Day</p> <p><b>August</b></p> <p>None</p> <p><b>September</b></p> <p>M-5 Labor Day</p> <p>Th-29 Rosh Hashanah begins</p> <p><b>October</b></p> <p>Sa-8 Yom Kippur</p> <p>M-10 Columbus Day</p> <p>M-10 <i>Thanksgiving (CAN)</i></p> <p>Su-16 Boss's Day</p> <p>M-31 Halloween</p> <p><b>November</b></p> <p>Tu-8 Election Day</p> <p>F-11 Veterans Day</p> <p>F-11 <i>Remembrance Day (CAN)</i></p> <p>Th-24 Thanksgiving Day</p> <p><b>December</b></p> <p>W-21 Hanukkah begins</p> <p>Su-25 Christmas</p> <p>M-26 <i>Boxing Day (CAN)</i></p> <p>M-26 Kwanzaa begins</p>	<p><b>January</b></p> <p>Su-1 New Year's Day</p> <p>M-16 Martin Luther King, Jr. Day</p> <p><b>February</b></p> <p>Th-2 Groundhog Day</p> <p>Su-12 Lincoln's Birthday</p> <p>Tu-14 Valentine's Day</p> <p>M-20 Presidents' Day</p> <p>Tu-21 Mardi Gras (Shrove Tuesday)</p> <p>W-22 Ash Wednesday</p> <p>W-22 Washington's Birthday</p> <p><b>March</b></p> <p>M-12 <i>Commonwealth Day (CAN)</i></p> <p>Sa-17 St. Patrick's Day</p> <p><b>April</b></p> <p>Su-1 Palm Sunday</p> <p>F-6 Good Friday</p> <p>Sa-7 Passover begins</p> <p>Su-8 Easter Sunday</p> <p>W-25 Administrative Professionals Day</p> <p><b>May</b></p> <p>Sa-5 Cinco de Mayo</p> <p>Su-13 Mother's Day</p> <p>M-21 <i>Victoria Day (CAN)</i></p> <p>M-28 Memorial Day observed</p> <p><b>June</b></p> <p>Th-14 Flag Day</p> <p>Su-17 Father's Day</p> <p><b>July</b></p> <p>M-2 <i>Canada Day</i></p> <p>W-4 Independence Day</p> <p><b>August</b></p> <p>None</p> <p><b>September</b></p> <p>M-3 Labor Day</p> <p>M-17 Rosh Hashanah begins</p> <p>W-26 Yom Kippur</p> <p><b>October</b></p> <p>M-8 Columbus Day</p> <p>M-8 <i>Thanksgiving (CAN)</i></p> <p>Tu-16 Boss's Day</p> <p>W-31 Halloween</p> <p><b>November</b></p> <p>Tu-6 Election Day</p> <p>Su-11 Veterans Day</p> <p>Su-11 <i>Remembrance Day (CAN)</i></p> <p>Th-22 Thanksgiving Day</p> <p><b>December</b></p> <p>Su-9 Hanukkah begins</p> <p>Tu-25 Christmas</p> <p>W-26 <i>Boxing Day (CAN)</i></p> <p>W-26 Kwanzaa begins</p>



# 2010

## January

M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February

M	Tu	W	Th	F	Sa	Su
					1	2
					3	4
					5	6
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					27	28
					29	30
					31	

## March

M	Tu	W	Th	F	Sa	Su
						1
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## April

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## May

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## June

M	Tu	W	Th	F	Sa	Su
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## July

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## August

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## September

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## October

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## November

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