



Flexible, On-Demand Options



AVAILABLE MONTHLY SERVICE PLANS

All monthly service plans include bi-weekly sales calls, detailed recap notes and coverage support.

Essential Support

(Reactive Sales Admin Support)

- ✓ Manage incoming leads, and inquiries
- ✓ Proposal, Contract & Group Agreement Support
- ✓ Group Block Management
- ✓ Rooming List Management & Pick-Up Tracking
- ✓ Serve as a primary point of contact for incoming leads
- ✓ Client correspondence & follow-up
- ✓ Provide general administrative support to the Director of Sales or Sales Manager
- ✓ Custom lead form and QR code provided for seamless lead transfer.

Elevated Support

(Reactive + Proactive Sales Admin Support)

- ✓ Manage incoming leads, and inquiries
- ✓ Proposal, Contract & Group Agreement Support
- ✓ Group Block Management
- ✓ Rooming List Management & Pick-Up Tracking
- ✓ Serve as a primary point of contact for incoming leads
- ✓ Client correspondence & follow-up
- ✓ Provide general administrative support to the Director of Sales or Sales Manager
- ✓ Prospecting support to drive qualified leads
- ✓ Marketing & Outreach: Assist in preparing collateral, and marketing materials for sales initiatives.
- ✓ Custom lead form and QR code provided for seamless lead transfer.

Full Service Support

(Reactive + Proactive Sales Admin + Event Support)

- ✓ Manage incoming leads, and inquiries
- ✓ Proposal, Contract & Group Agreement Support
- ✓ Group Block Management
- ✓ Rooming List Management & Pick-Up Tracking
- ✓ Serve as a primary point of contact for incoming leads
- ✓ Client correspondence & follow-up
- ✓ Provide general administrative support to the Director of Sales or Sales Manager
- ✓ Prospecting support to drive qualified leads
- ✓ Marketing & Outreach: Assist in preparing collateral, and marketing materials for sales initiatives.
- ✓ Event Space Coordination/lead correspondence
- ✓ Event calendar tracking & management
- ✓ Event BEO Management
- ✓ Custom lead form and QR code provided for seamless lead transfer.

Get in Touch
with Us

 (512) 815-9808

 BiancaJennings@synergyhotelsolutions.com