

HOTEL OPERATIONS READINESS GUIDE

HOW TO KEEP YOUR
OPERATION RUNNING
SMOOTHLY, ALL YEAR LONG



2026

INTRODUCTION

Why this guide exists

Modern hospitality can't afford improvisation. Guests expect flawless experiences, and operations depend on everything working on time, every time.

This guide is designed to help hotels and hospitality operators:

- ✓ Anticipate demand
- ✓ Avoid critical inventory mistakes
- ✓ Optimize supply processes
- ✓ Prepare for key dates throughout the year

**Behind every great experience,
there is a well-planned operation.**

ESSENTIAL PRODUCTS FOR HOSPITALITY

What should never be missing

Some products are not “nice to have”.
They are critical to the guest experience.

Essential Categories



BEVERAGES (WATER, SOFT
DRINKS, HOT BEVERAGES)



KITCHEN ESSENTIALS



BAR PRODUCTS



SPECIAL OPTIONS
(GLUTEN-FREE, SUGAR-FREE,
ALLERGEN-FRIENDLY)



SUNDRIES (CONVENIENCE ITEMS)
NACKS AND HIGH-TURNOVER FOOD ITEMS



Best Practices



IDENTIFY DAILY-ROTATION PRODUCTS

Every hotel has products that sell consistently every day. Identifying your high-rotation items — such as bottled water, snacks, breakfast staples, and personal care essentials — helps you prioritize shelf space, inventory levels, and timely reorders. These core items should always be available to avoid lost revenue and ensure guest satisfaction.



SEPARATE ESSENTIALS FROM BALANCING ITEMS

Distinguish between must-have essentials and other regular products that enhance the guest experience. Essentials are the items guests expect and rely on daily, while complementary items add variety and increase margins. Prioritizing essentials in your purchasing strategy ensures operational stability, especially during peak seasons or budget-sensitive periods.



REVIEW CONSUMPTION WEEKLY, NOT MONTHLY

In today's hospitality environment, waiting until the end of the month to review inventory is too late. Weekly consumption reviews allow you to adjust orders based on real-time demand, prevent stockouts or overstocking, and manage cash flow more effectively. Regular monitoring leads to smoother operations and smarter forecasting.

The absence of an essential product is more noticeable than any decorative detail.

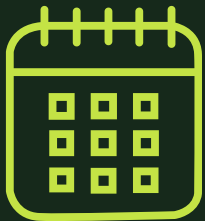
BEST PRACTICES TO ORDER ON TIME

Ordering before it becomes urgent

The biggest supply mistake in hospitality is not ordering incorrectly. It's ordering too late.



Key recommendations:



Set fixed ordering calendars

Establish a consistent weekly purchasing schedule



Analyze consumption history

Review past usage trends before reordering



Adjust orders based on expected occupancy

Align inventory levels with projected occupancy



Plan with buffer time, not at the last minute

Build buffer time into every order

Never wait until stock is almost gone to place an order. That's when problems begin.

HOW TO AVOID RUNNING OUT OF INVENTORY

Inventory control is experience control

Running out of inventory is not a logistics issue.
It's an experience issue.

Scenario:

A guest expects milk at breakfast or water in their room, and it is not there. That moment is not just a supply issue. It is an experience issue. Guests do not see inventory challenges. They see a lack of preparation. Small disappointments can affect reviews, trust, and whether they choose to return. Inventory control is experience control.

Effective Strategies:



Define minimum stock levels per product

Perform weekly inventory reviews

Set internal alerts before reaching critical levels

Maintain constant communication with your supply partner

Inventory is not managed when it's missing. It's managed before.

EMERGENCY ORDER PROCEDURES

When things don't go as planned

Even with proper planning, unexpected situations happen. That's why having clear emergency procedures is essential.



An emergency protocol should include:



Priority products



Direct contacts



Expected response times



Pre-defined alternatives

Emergencies are handled better when a plan already exists.

New Clients

01. Contact our team

Reach out to us by email at Sales@aehospitalitysolutions.com, call our office at (407) 286-5195, or visit www.aehospitalitysolutions.com to start the process.



02. Create your account

Sign up on our website to access our catalog. Once your account is approved, you will be able to browse products and place orders. If you prefer, our team can assist you by phone or send you an estimate based on the items you need.



03. Place your order first

After reviewing the catalog or receiving your estimate, confirm your order with our team. We will process it and confirm availability or any lead times if applicable.



Existing Clients

01. Place your order

Log in to your account on www.aehospitalitysolutions.com, contact us by email, or call our office to place your order.



02. Delivery and verification

Our delivery team loads your order and brings it directly to your property. Upon arrival, our staff will review the products and invoice with your receiving team to ensure everything is correct.



03. You are fully stocked

Your supplies are delivered and ready to support your operations and guest experience



SPECIAL DATES & HIGH-DEMAND PERIODS

Planning for peak moments

Special dates should never be a surprise.
They happen every year.



Critical Periods



HIGH
SEASONS



LOCAL HOLIDAYS



SPECIAL
EVENTS



INTERNATIONAL
CELEBRATIONS

Plan supply at least 1 to 2
weeks in advance.

KEY DATES: IDEAS & SUPPLY TIPS

Planning for peak moments

- ✓ Higher family occupancy
- ✓ Increased overall consumption
- ✓ Options for different guest profiles
- ✓ Reinforced base inventory plus special products

More guests mean more operational pressure. Prepare early.



WHY A&E

Because experience matters

In hospitality, supplier experience matters as much as hotel experience.



A&E Hospitality Solutions provides:



Decades of combined hospitality experience



Deep understanding of hotel operations



Structured processes



Consistent reliability

We don't work only with products.
We work with people, timing, and experiences.



SPECIAL OFFERS FOR GROUPS

Tailored solutions for group operations



Groups require a different level of planning:

- ✓ Higher volumes
- ✓ Tight timelines
- ✓ Precise coordination



What we offer:

- ✓ Special volume pricing
- ✓ Advance planning support
- ✓ Customized solutions by group type
- ✓ Dedicated assistance



**When volume increases,
organization becomes critical.**

If you have an upcoming group that requires special items, food, allergies, etc. we can help you build an specialized menu catering their needs.



REMEMBER

Behind every great stay, there's a system.

The difference between a good operation and a great one is not better improvisation. It's better planning with the right partners.



The future of hospitality belongs to those who:



Anticipate

Prepare before the guest ever has to ask.



Reduce friction

Make every interaction smooth and effortless.



Protect the guest experience

Guard every detail that shapes perception and loyalty.

**Behind every great stay, there's a well-prepared operation.
Behind that operation, there's the right partner.**



Want to prepare your
hotel for 2026?

Let's talk. 