

# HOW TO SIMPLIFY THE RESERVATION PROCESS

Do you have separate Waivers, Booking Calendars, Marketing, Reports, Phone Calls? It may be time to Simplify.

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**1**

## CONSOLIDATE THEM

Consider an Industry Specific partner that handles waivers, booking calendars, marketing, etc. from one source. Many times its simpler and cheaper!



**2**

## REDUCE THEM

Consider removing some parts of the process if possible. For example, send callers to voicemail and point them to your website to find information



**3**

## OUTSOURCE SOME

Hire a company that can help with freelancer services to remove some of that burden from you



**4**

## HIRE AN ADMIN

Hiring a part time administrative assistant can pay for itself, but may come with some training and tools so they can follow a process



**5**

## DIGITIZE THEM

If you have any items that are done manually such as the waivers, or booking calendars; you may be able to get digital and have your website handle some of that for you



**Rockon**  
RECREATION RENTALS