



Earth Hour & Hotels

This is what hotels can do for Earth Hour:

1. Advise each guest upon check-in about tonight's historical event – Earth Hour. The message is the hotel has committed to Earth Hour and we would appreciate your support to demonstrate our commitment by turning off your lights.
2. The guest will be given a one page letter about Earth Hour at the time of check-in.
3. This letter will also be placed in each room by the housekeeper on the morning of March 28th. (The letter will need to be written by the individual hotels using the Earth Hour information).
4. Upon check-in on March 28, ask guests if they are committed to Earth Hour to record a sense of commitment.
5. A sign to be positioned at reception and outside the guest lifts reminding guests about Earth Hour.
6. At around 8:35pm stand outside your hotel to get a picture of which rooms have turned off their lights. Using the two-way radios, visit the rooms with the lights on and remind the guests about Earth Hour and that it is a voluntary commitment. If the guests are out of the room turn the lights off.

Operational Suggestions for your Hotel

Key areas of focus:

- Exterior of hotel – ensure that the external lights of your building are turned off.
- Guest corridor lights – turn to minimal lighting to ensure guest and staff safety, in accordance with your occupational health and safety policy.
- Functions – to be dealt with according to situation.
- Lobbies and Restaurants – to be considered at very low lighting levels to maintain safety and continue business. Restaurants may like to hold a candle light dinner.
- Back of house – lights can be turned to minimal levels for safety to continue with business requirements.
- Tenants – ensure that all shops and restaurants within your hotel are aware and are also committed.



www.earthhour.org

