

# Your 2026 Hotel Budgeting Season Timeline

Every hotel's budgeting process looks different – but the most successful operators follow a disciplined, data-driven approach. Follow our step-by-step timeline from August through February to stay aligned, efficient, and confident as you plan for 2026 profitability.



## 📅 AUGUST

## Kickoff: Start Strong with Data

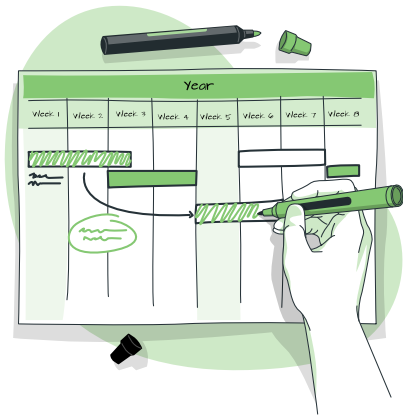
### Establish a Budget Timeline

Step 1

**Why it matters:** A structured timeline keeps your team aligned and avoids last-minute crunches.

**How to do it:** Use August as your launch point, following the Hotel Data Conference when new industrywide forecasts are released. Create user permissions and key milestones in **TruePlan**, including initial data collection, departmental submissions, and final reviews.

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### Gather Historical Data

Step 2

**Why it matters:** Your past performance is your best guide for future goals.

**How to do it:** Pull last year's actuals (revenues, expenses, GOPPAR, etc.) into **TruePlan automatically**. Verify accuracy before building assumptions.

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### Engage Department Leaders

**Step 3**

**Why it matters:** Budgets built in isolation fail in execution.

**How to do it:** Collaborate with Ops, Sales, and Finance to capture expected changes in staffing, group business, and F&B performance. Use shared dashboards so everyone works from the same data set.

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### Implement Standardized Drivers

**Step 4**

**Why it matters:** Standardized drivers ensure consistent assumptions portfolio-wide.

**How to do it:** Create drivers like labor per occupied room or cost per cover in TruePlan, and apply them across departments for apples-to-apples comparisons.

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### Incorporate Real-Time Data Integration

**Step 5**

**Why it matters:** Data connections bring accuracy and speed.

**How to do it:** Integrate PMS, POS, and GL systems into TruePlan. Live feeds update your working budget as new numbers roll in.

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### Draft Initial Budget

**Step 6**

**Why it matters:** A complete first draft reveals trends and early gaps.

**How to do it:** Compile departmental submissions into one portfolio view. Share with executives for top-level validation.

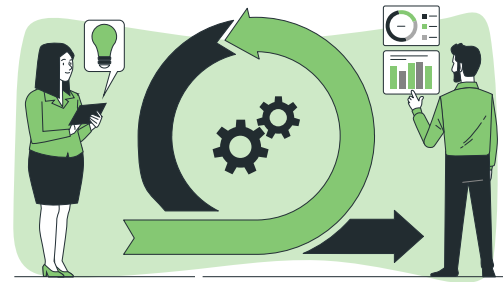
### Facilitate Collaboration and Feedback

Step 7

**Why it matters:** Input from every stakeholder turns numbers into strategy.

**How to do it:** Use TruePlan’s comment and version-tracking tools to gather real-time feedback and document all changes.

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### Refine and Adjust the Budget

Step 8

**Why it matters:** Final tweaks align your forecast with reality.

**How to do it:** Adjust assumptions based on updated demand indicators and feedback from ownership. Keep revisions transparent in TruePlan’s audit log.

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### Final Review and Approval

Step 9

**Why it matters:** December is crunch time – accuracy is everything.

**How to do it:** Conduct final review sessions across properties or regions. Approve through TruePlan’s automated workflow and lock your 2026 budget by year-end.

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## Monitor and Adjust Throughout the Year

Step 7

**Why it matters:** A budget isn't static – it's a living roadmap.

**How to do it:** Turn your approved 2026 budget into a dynamic forecast. Compare weekly or monthly actuals against plan, using TruePlan's forecasting module to re-project performance based on real-time data.

**Bonus:** Hold a January kickoff meeting to align teams on new KPIs and success metrics.



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- Evaluate third-party data (comp set, web traffic, flight demand, weather) to refine your forecast accuracy.
- Begin planning early initiatives for Q2 with updated intelligence.
- TruePlan helps layer in these external data sources automatically – closing the loop between planning, forecasting, and execution.

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# Power Your Budgeting Process with TruePlan

Otelier's TruePlan is the hotel industry's most advanced budgeting and forecasting solution – purpose-built to connect relevant data from the system in your tech stack, simplify collaboration and speed up approvals.

Demo TruePlan

### Plan Builder

#### Timeframe

All
  Jan
  Feb
  Mar
  Apr
  May
  Jun
  None
  Jul
  Aug
  Sep
  Oct
  Nov
  Dec

#### Rooms

Increase Rooms 
 Number
  Percentage

#### ADR

Select a Value 
 Number
  Percentage