

DIG STAYS

THE PROJECT TEAM ACCOMMODATION PLANNING GUIDE

A practical guide for administrators, project managers and operations teams arranging accommodation for people working across the UK.

FREE GUIDE

Use this guide to collect a complete brief, compare options consistently and keep weekly bookings organised when dates, locations or team numbers change.



01

START WITH A COMPLETE BRIEF

A precise brief saves repeated questions and makes the returned options easier to compare. The worksite postcode matters more than a broad town or city name.

- ☐ Exact worksite postcode and acceptable journey time
- ☐ Arrival date, departure date and expected project duration
- ☐ Number of guests, bedrooms and separate beds required
- ☐ Cars and vans, including height or secure-parking requirements
- ☐ Working pattern: weekdays, seven nights, shifts or rotating crews
- ☐ Required facilities such as kitchen, laundry and Wi-Fi
- ☐ Nightly or weekly budget and whether it is per person, room or team
- ☐ Company billing details, purchase order and project reference
- ☐ Who can approve an option and how quickly approval can be given
- ☐ Known extension, cancellation or guest-change risks

ONE USEFUL RULE

Treat rooms, beds and guests as three separate numbers. A three-bedroom property does not automatically provide three separate beds.



02

COMPARE THE WHOLE OPTION

The lowest nightly rate is not always the lowest project cost. Compare every option against the same practical and contractual points.

Total cost	What is included? Are utilities, Wi-Fi, cleaning, tax and fees shown clearly?
Journey	What is the realistic drive at shift-change time? Is the route suitable for vans?
Bed setup	How many separate beds and bedrooms are confirmed for the selected dates?
Parking	How many vehicles fit? Are permits, height limits or clean-air charges relevant?
Living needs	Are the kitchen, laundry, Wi-Fi and shared spaces suitable for the team and length of stay?
Terms	When does the booking become binding? What are the extension, amendment and cancellation terms?
Arrival	Who receives access details and who should be contacted if arrival is delayed?
Records	Can the confirmation and invoice carry the correct project, site and purchase-order references?



03

BUILD A WEEKLY BOOKING RHYTHM

Large projects become easier to manage when everyone uses one live list and a repeatable cut-off for changes.

MONDAY - LOOK AHEAD

Review active sites, expected arrivals, planned departures and likely extensions for the next two to four weeks.

MIDWEEK - CONFIRM CHANGES

Check headcount, names, vehicles and dates with project teams before provider deadlines.

BEFORE APPROVAL

Record the selected option, total price, terms, approver and project reference in one place.

BEFORE ARRIVAL

Confirm guest names, access instructions, arrival time, parking information and the issue contact.

DURING THE STAY

Keep one route for extension requests, guest changes and property issues. Record what was agreed.

AFTER DEPARTURE

Match the invoice to the confirmation and project reference. Record recurring problems for the next brief.

Recommended live-list columns

Project · site postcode · team lead · guests · arrival · departure · rooms · separate beds · vehicles · accommodation/provider · confirmation reference · price basis · cancellation deadline · PO/project code · extension decision date · status



04

PLAN FOR CHANGES BEFORE THEY HAPPEN

Project dates move. The important step is to know the decision points and terms before an extension or cancellation becomes urgent.

- ☐ Record the cancellation deadline and charge when the booking is confirmed.
- ☐ Set an internal extension decision date before the provider deadline.
- ☐ Ask whether an extension is subject to availability and whether the rate may change.
- ☐ Keep a named person responsible for approving extra nights or rooms.
- ☐ Report guest-name or vehicle changes through the agreed contact route.
- ☐ Do not promise a changed departure date to the team until it has been confirmed.
- ☐ Keep the latest written confirmation with the booking record.

- 1. Check the current written terms.**
- 2. Confirm the new dates or headcount internally.**
- 3. Ask the booking contact to check the available option.**
- 4. Obtain approval for any price or term change.**
- 5. Issue the updated information to the team and accounts.**



05

KEEP APPROVALS AND INVOICES TRACEABLE

A simple booking record helps project, operations and accounts teams work from the same information.

BEFORE BOOKING

Client company · billing address · approver · quote reference · project/site code · PO requirement · payment or approved credit terms.

ON CONFIRMATION

Property/provider · dates · guest numbers · bed setup · vehicles · total price and basis · applicable terms · issue contact.

WHEN SOMETHING CHANGES

Date requested · person requesting · provider response · cost effect · approver · revised confirmation.

AT INVOICE CHECK

Invoice period · project and PO references · confirmed nights/rooms · approved changes · credit notes or corrections.

Questions for a managed booking partner

- ☐ Who will be our main booking contact?
- ☐ How should urgent and out-of-hours issues be reported?
- ☐ How will prices and terms be presented before approval?
- ☐ Can confirmations and invoices use our project references?
- ☐ How are extensions, cancellations and guest changes handled?
- ☐ What credit terms are available, subject to approval?



06

PROJECT ACCOMMODATION BRIEF

Copy this page into an email or use it as a checklist when sending a new requirement.

Company and project

Parking or access restrictions

Site postcode and acceptable journey time

Working pattern

Arrival date

Required facilities

Expected departure or project duration

Budget and price basis

Number of guests

Approver and response deadline

Bedrooms and separate beds required

PO, billing or project references

Cars and vans

Known extension or cancellation risks



NEXT STEP

TAKE WEEKLY ACCOMMODATION OFF YOUR TEAM'S LIST

Dig Stays sources contractor and project-team accommodation across the UK. Send the site postcode, dates, headcount and budget; one contact will source suitable third-party options and set out the price and booking terms for you to compare.

SEND A CURRENT REQUIREMENTwww.digstays.com/find-accommodation**TALK TO DIG STAYS**

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This guide is general operational information. Booking, cancellation, payment and accommodation terms are confirmed for each booking.