



Winter Workshop Regional Meeting
January 20-22, 2012
Sheraton Orlando North
600 North Lake Destiny Drive
Maitland, Florida 32751
(407) 660-9000



TO: Chapter Travel Coordinators, Chapter Team Leaders/Presidents,
and Chapter-at-Large Members

FROM: Diane Corrie, Housing Chair

DATE: October 30, 2011

RE: Winter Regional Meeting Housing Information

Enclosed you will find housing forms for the Winter Regional meeting with Sandi Wright and Carole Kirkpatrick. Room rate for all rooms is \$101.00 + tax.

The housing form should be completed with the names of all roommates and credit card information for each room. Arrival and departure dates should be completed for each individual, and the room type should be circled. Indicate any special requirements (handicapped room, rollaway, etc.).

I must receive this form at the address below **NO LATER THAN November 28, 2011.** Please DO NOT use registered or certified mail.

Just an added note, I will be out of the country from November 18-28, 2011. Please feel free to e-mail me with any questions and I will get back to you by the 29th.

Diane Corrie
2354 Harvard Avenue
Fort Myers, FL 33907
(239) 931-6292
musicnurse@embarqmail.com

Feel free to contact me if you have further questions regarding Housing.

Thank you for all that you do to make this event a success.

Diane Corrie



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HOUSING REQUEST FORM

CHORUS CONTACT / CAL NAME: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE _____ EVENING PHONE _____

E-MAIL _____

Reservations must be guaranteed by supplying major credit card information on the attached form (NO CASH OR CHECKS).

Room rate for all rooms is \$101.00 + tax

Cancellation at least 72 hours prior to arrival is appreciated. The hotel will charge for the first night's stay if the room is not cancelled at least 48 hours prior to arrival. If the room is a no show on the scheduled arrival date, the credit card will be charged for that night's stay.

ROOM REQUESTS MUST BE RECEIVED ON OR PRIOR TO NOVEMBER 28, 2011.

List names of each person who will be staying in the room (CREDIT CARD HOLDER FIRST) along with arrival and departure dates for each attendee. **Only one credit card is needed to guarantee your room.**

Method of payment for your room will be established upon check-in.

1-2 people = 1 king bed or 2 double beds (with availability)

3-4 people = 2 double beds

ROOM REQUESTS WILL BE MADE THROUGH THE HOUSING CHAIR ONLY. THE HOTEL WILL NOT ACCEPT RESERVATIONS OR CANCELLATIONS.

<u>NAMES</u>	<u>Arrival/Departure Dates</u>		<u>CREDIT CARD INFO</u>	<u>ROOM TYPE</u> <u>(Circle if Desired)</u>
_____	Arr_____	Dep_____	Type:_____	Smoking / Non-Smoking
_____	Arr_____	Dep_____	#:_____/_____/_____/_____	Roll away (not available in two-bed rooms)
_____	Arr_____	Dep_____	<i>MC/Visa must have 4 sets of 4 numbers. Am Ex has 15 numbers.</i>	
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