

INFORMATION SHEET – REGIONAL CONVENTION HOUSING FORMS

Hello again and WELCOME to the 2012 Atlantic-Gulf Region 9 contest season. My name is Diane Corrie and I am your housing coordinator again this year. This year's contest will take place April 19-22, 2012. Below are this year's housing instructions and information.

We will again be using the pre-signed, credit card signature form to guarantee all hotel reservations. This method eliminates the necessity to sign in upon arrival and affords express checkout for a hassle-free departure. However, roommates have the option upon checkout of either paying their share of the room to the credit card holder, avoiding the front desk lines, or checking out at the front desk to pay individually at that time.

Remember, that it has been determined that it is ILLEGAL to use 501(c)(3) certificates to defer taxes as it applies to housing. Therefore, I will not accept any 501(c)(3) certificates this year. If you would like more details on this, please call me at 239-931-6292.

INSTRUCTIONS FOR PREPARATION OF ROOM REQUESTS. Please follow in detail to avoid delays in processing your housing requests.

Attached is a credit card signature form, which you are to use as an original to make enough copies to cover the number of room reservations being requested for your chorus. Please submit **only one completed form per room**. I suggest you make some extra blanks to use when room changes occur. These forms are used by the hotels to pre-check the credit card information being submitted. Information must be **printed in ink** (or typed), and **signed by the cardholder** to be charged. Names of all the room occupants must be clearly printed and the **originals** are to be sent to me, not photocopies. (Remember, you know your name and how it's spelled, but the hotel and I don't, and we need to be able to clearly determine the correct spelling!)

The next step is for the **travel coordinator** to complete the MASTER HOUSING LIST compiled from the individual room forms. Please batch your rooms **by arrival date** and list them in that order. Also, whenever possible, please list rooms (if more than one) for a competing quartet next to each other on your Master List. This Master List is very important (and you need to keep a copy as well as copies of all room reservation forms) as they are used as a working check list with the hotels as well as the travel coordinators when changes of any kind are requested.

The Master Housing List, accompanied by all supporting room reservation forms, is to be sent to the Convention Housing Coordinator (NOT the hotel). **It is not necessary to send your reservation packets by certified mail, but you can if you wish. I will email you when your packet arrives as a confirmation that I have received.** If you don't receive a confirmation email from me within two weeks of sending your packet, please notify me.

This year, we will be staying at the Plaza on Daytona Beach. If needed, we will also be using the Ocean Club resort next door. Therefore, it is more important than ever that you get your reservations completed as soon as possible. In the event that we overflow

the Plaza, housing will then be determined on a first come/first serve basis. Any non-competing members or choruses will be housed at the Ocean Club if we need to use overflow. Please let your chorus members know.

All housing reservations, changes, cancellations, etc., must be directed to the Convention Housing Coordinator, never through the hotel. Once your chorus members have determined their roommates for the convention, please discourage them from changing roommates. The hotels request that such changes be kept to a minimum. Nevertheless, roommates should never be changed without notification. This is very important for security reasons and in the event of an emergency situation. FYI, both hotels require room cancellation notice at least 72 hours prior to arrival date to avoid forfeit of one night's deposit. Late room changes (other than cancellations) may not be honored by the hotels so please try to avoid making last-minute room occupancy changes whenever possible.

Requests for suites will be noted, but cannot be guaranteed. Please note that suites are subject to availability on a first-come, first-served basis. Suites are not to be used for chorus rehearsals. This is disruptive to other guests. **Please contact Marsha Williams for rehearsal room reservations.**

If you need information regarding handicap rooms, please contact me. Please impress upon your membership that there is a limited number of double/double bed rooms. Please have them put down only real names of those attending so that we might have enough double/doubles for those who need them.

Check in for ALL DAYS will be at the front desk. The only exception will be for any chorus traveling to the hotel by bus in a group. In that case, I will arrange a place for the members to pick up their keys.

Late housing registrations are subject to availability of hotel rooms.

I appreciate the work that you do as Travel Coordinators for your chorus. Please be firm with your members about submitting legible (**in ink**) and **complete** reservation forms to you. Put the responsibility on them and don't accept anything less. Credit card numbers must be COMPLETE--that means **16** digits for Visa, MC and Discover and **15** digits for American Express. Expiration date must be included.

If you have any questions, please e-mail me at musicnurse@embarqmail.com. Leave me a message if you want me to call you.

REMEMBER, DEADLINE IS Saturday, March 10, 2012.

Diane Corrie
Convention Housing Coordinator
musicnurse@embarqmail.com

THIS FORM MUST BE PRINTED IN INK OR TYPED.
ANY ILLEGIBLE FORMS WILL BE RETURNED.



HOTEL RESERVATION FORM

Regional Competition
April 19-22, 2012

Office Use Only

Hotel Assignment:

Chorus/CAL Name _____

Guests in Room _____

Arrival Date: Wed 04/18 Thu 04/19 Fri 04/20 Sat 04/21

Departure Date: Fri 04/20 Sat 04/21 Sun 04/22

All rooms are non-smoking.

If competing quartet,
list quartet name: _____

Special Requests:
(rollaway, extra pillows, etc.) _____

CREDIT CARD INFORMATION

All room charges (room/tax, phone calls, incidentals, etc.) will be charged to the credit card listed below.

Cardholder's Name: _____

Credit Card Type: _____ Expiration Date: _____

Please circle type: MasterCard, Visa, Amex, Discover

Credit Card Number: _____

Cardholder's Signature: _____

**ATLANTIC-GULF REGION #9
Regional Convention – Daytona Beach, FL**

April 19-22, 2012

Master Housing List

Compile this Master List from information on the signed Hotel Reservation Forms. There should be one complete entry for EACH room reservation being requested. Please sort by arrival date! Attach the **ORIGINAL** signed Hotel Reservation Forms to this Master List and return to:

Diane Corrie
2354 Harvard Avenue
Fort Myers, Florida 33907-4250

phone: 239-931-6292
e-mail: musicurse@embarqmail.com

DEADLINE TO SUBMIT FORMS: SATURDAY, MARCH 10, 2012

Chorus/CAL Name _____

Chorus Contact Person _____

Address _____

Email _____

Phone (day) _____ (evening) _____

ROOM REQUESTS:

<u>NAME</u>	<u>DATES</u>
1. _____	Arr _____ Dep _____
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_____	Arr _____ Dep _____
_____	Arr _____ Dep _____
2. _____	Arr _____ Dep _____
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NAME

DATES

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