2018 Chorus Contest Hotel Housing Representative Instructions:

Hotel Housing Instructions

Please email the name and contact information for your chorus Hotel Housing Representative to **Darline LeJeune** as soon as possible so she will know whom to contact to clarify any information.

Your designated Chorus Hotel Housing representative will be responsible for collecting the individual room forms with the required credit card information to guarantee one night's lodging per room. Please review each form for legibility and completeness. These forms must be submitted to me no later than February 1, 2018. PLEASE DO NOT LIST A MEMBER ON MORE THAN ONE ROOM FORM...THIS COULD BE CONSIDERED A DUPLICATE AND CAUSE A ROOM TO BE CANCELLED. If you know a member has special requirements, write the request in the "Special Requests" section.

Please double check for completeness of the credit card number. All credit cards have 16 numbers except for AmEx, which has 15 numbers. You must also include the card expiration date ... which cannot be earlier than March 2018.

Hotel Housing information may be submitted on a single chorus list if all information on the individual forms are included on the chorus room list.

Cancellations must be made 48 hours in advance of scheduled arrival date or one night's lodging & tax for the cancelled room will be charged to the credit card.

If your chorus wants a Suite, please contact Darline LeJeune by email or telephone AS SOON AS POSSIBLE to make that request. These types of rooms are limited and are allotted on a "first reserved, first assigned" basis, with some consideration given to size of suite vs. size of chorus. A request for a Suite must be approved prior to turning in the housing form and you will need to indicate that a suite has already been confirmed on the "special requests section" of the Room Form.

All other rooms will be assigned, on a "first received, first assigned" basis.

HOTEL HOSPITALITY SUITE CHORUS REQUESTS: Only choruses that submit their **entire** membership housing forms in first will have first consideration for Hospitality Suite requests.

Hilton Hotel Room Floor Plans are included our website for your convenience.

Some helpful hotel info:

- Adjoining Rooms are next door to each other.
- Connecting Rooms have an inside door between them.
- NO ROLL AWAY BEDS ARE ALLOWED.
- NO COOKING is allowed in hotel rooms due to Houston Fire Code!!!!

HOTEL CONFIRMATIONS: While we do our absolute best to honor all requests, remember, a "confirmation" is only a guarantee that you have a hotel room blocked for your stay.

Please send your Hotel Forms by US mail or email to:

Darline LeJeune
Region 10 Housing Coordinator
13115 Hornsby Road, Iowa, LA 70647
[C] 337-304-9293 | [W] 877-882-6980 X 0 | [W][f] 337-882-6987 darlinelejeune@gmail.com

SEND HOUSING INFORMATION TO DARLINE LEJEUNE NO LATER THAN FEBRUARY 1, 2018.
PLEASE DO NOT CONTACT HOTEL CONCERNING HOUSING CHANGES...
ALL DETAILS ARE HANDLED THROUGH DARLINE!!!