



CONVENTION & VISITORS BUREAU

EVENT INFORMATION provided for HOUSING SERVICES

EVENT NAME: _____

EVENT URL: _____

Have used PASSKEY in the past? yes NO Most Recent City: _____

GROUP HOUSING CONTACT: _____

TITLE: _____

PHONE: _____

EMAIL: _____

EVENT DATES:

EVENT START: _____

EVENT END: _____

EVENT HQ LOCATION: NCC RENAISSANCE GAYLORD OTHER

ATTENDEE TYPE:

| | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Freq Traveler | <input type="checkbox"/> Non-Traveler | <input type="checkbox"/> Tech Savvy |
| <input type="checkbox"/> High Demand | <input type="checkbox"/> Flexible | <input type="checkbox"/> Special Requests |
| <input type="checkbox"/> Reserve Early | <input type="checkbox"/> Reserve Late | <input type="checkbox"/> Changes frequently |

BOOKING PROCESS: % Booking Online _____ % Booking by Phone _____

% Mailing Forms _____ % Faxing Forms _____

HOUSING DATES:

HOUSING OPEN: _____

HOUSING CUT-OFF: _____ (published deadline date for reservations)
(initial rooming list sent to hotels as indication of room pickup)

HOUSING SHUT-OFF: _____ (actual final date reservations can be made)
(Final rooming list to hotels to enter into hotel reservation system)

HOTELS:

HQ Hotel: _____ # Peak Rooms _____

of Overflow Hotels: _____ (Please attach list of Overflow Hotels/# rooms/ Rate)

RESERVATION PROCESS: _____ Phone _____ Fax Form _____ Website _____ Mail

HOUSING PROMOTION: _____ Mail Housing Info _____ Email Housing Info _____ Info Online
_____ Other _____

SPECIAL ROOM BLOCKS

Do you have sub-blocks to assign within total room block?? _____ YES _____ NO

SUB-BLOCKS: VIP _____ Staff _____
Other _____ Other _____
Other _____ Other _____

Will Sub-Blocks require a special access code? _____

Will Sub-Blocks be provided by room list? _____

Will Sub-Blocks have early cut-off dates? _____

**Rooms assigned for sub-blocks will need to be separated from total block for protection.

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What is the maximum # of rooms that one person can reserve at one time? _____

Do groups larger than 10 rooms require association approval before reserving?

If so, Who is approval contact? _____

Sub-Block Key Info: (Please provide pertinent info re: sub-blocks here)

SUITES:

Where should Suite Requests be directed? _____

Will Suite reservations be made via the Housing Bureau or directly with the hotel? _____

**Suites held for each group should be identified by type of Suite; # of units per suite (# total rooms counted from block) and price per suite type.

Will Suites be available to the general attendee block? _____

SHUTTLE & MAP SERVICE

Will shuttles be provided from hotels to the event? _____

Please attach a schedule of the shuttle service(hotel locations, times, etc)

Will you use "Housing Maps" noting locations/price per hotel in registration information provided to attendees?

Yes _____ No _____

If yes, do you need assistance creating the housing map? Yes _____ No _____

DEPOSIT POLICIES

Is there a deposit required for reservations? _____

Deposit value? _____ Deposit by CC or Check? _____

CANCELLATION POLICIES

Standard cancellation policy states that after published cancellation deadline date (cut-off date) (date established by planner & housing manager), there is a cancellation charge to make adjustments. (typically \$25 per cancellation) After the final housing deadling (shut-off date), there is a charge of one night room plus tax for cancellations.

Is this the cancellation policy you want to apply for this group? _____

If not, please attach a revised cancellation policy.

ROOM RESERVATION ACKNOWLEDGEMENTS (reservation confirmations)

Required verbiage in Hotel Acknowledgement: _____

Include special travel discount promos? _____

VIP Reservations CC: to _____

MISCELLANEOUS HOUSING INFORMATION

What have we not asked that you need us to know in order to establish housing procedures for your group?