



HOUSING RESERVATION CHECK OFF LIST

Please use the accompanying INDIVIDUAL (CAL) RESERVATION REQUEST FORM to make your housing request and check it carefully before mailing it.

1. Check that each individual Reservation Request Form has:
 - All roommates listed
 - Arrival Date
 - Departure Date
 - Complete credit card information (Are the last 4 numbers on card? Is the expiration date included? Has the cardholder signed the form?)
 - Is a check enclosed if no credit card is being used?
2. Make two additional copies of the Reservation Request Form. Keep one for your files and send the original and one copy to the Convention Housing Coordinator at the address below.
3. Mail the forms on or before March 1, 2010. Any reservation request postmarked after March 1st must be accompanied by a \$10 late fee, per room. Make checks for late fees payable to Region 12 Convention. Note that any reservation request received after March 15, 2010 may be subject to the hotel's regular room rate, instead of the special Sweet Adeline rate.
4. Contact the Convention Housing Coordinator, Sue Booth, for any changes or cancellations. Do not call the hotel directly; they will not process your change or cancellation. Note that changes or cancellations of reservations will not be subject to change fees, as in the past, but we encourage you to not make changes unless it is an emergency.

Sue Booth, Convention Housing Coordinator
8332 Willowdale Way
Fair Oaks, CA 95628-5211
Phone 916.967.5505