



Region 12 Convention
April 22-25, 2010

ROOM ASSIGNMENT FORM

Page _____ of _____

CHAPTER _____ NAME OF CONTACT _____

ADDRESS _____

PHONE (Day) (_____) _____ PHONE (Eve) (_____) _____

E-MAIL _____

FRIDAY ARRIVALS

INSTRUCTIONS: Please list all rooms arriving on Friday *except* requests for connecting rooms or suites. Use the additional forms provided for those rooms. For each room list the Room Captain first (**in alphabetical order**) THEN list roommates.
Note: Roll-away beds are available only for king-bedded rooms and / or suites.

ROOM	Last Name	First Name	Last Name	First Name
# 1	1) _____	_____	3) _____	_____
	2) _____	_____	4) _____	_____
Date of Arrival _____		Date of Departure _____		Smoking <input type="checkbox"/>
Special requests: Upgraded room (floors 17-23) <input type="checkbox"/> Disabled (wheelchair accessible) <input type="checkbox"/> Roll-a-way <input type="checkbox"/> Refrigerator <input type="checkbox"/>				
Card Type _____		# _____	Exp. _____	

ROOM	Last Name	First Name	Last Name	First Name
# 2	1) _____	_____	3) _____	_____
	2) _____	_____	4) _____	_____
Date of Arrival _____		Date of Departure _____		Smoking <input type="checkbox"/>
Special requests: Upgraded room (floors 17-23) <input type="checkbox"/> Disabled (wheelchair accessible) <input type="checkbox"/> Roll-a-way <input type="checkbox"/> Refrigerator <input type="checkbox"/>				
Card Type _____		# _____	Exp. _____	

ROOM	Last Name	First Name	Last Name	First Name
# 3	1) _____	_____	3) _____	_____
	2) _____	_____	4) _____	_____
Date of Arrival _____		Date of Departure _____		Smoking <input type="checkbox"/>
Special requests: Upgraded room (floors 17-23) <input type="checkbox"/> Disabled (wheelchair accessible) <input type="checkbox"/> Roll-a-way <input type="checkbox"/> Refrigerator <input type="checkbox"/>				
Card Type _____		# _____	Exp. _____	

ROOM	Last Name	First Name	Last Name	First Name
# 4	1) _____	_____	3) _____	_____
	2) _____	_____	4) _____	_____
Date of Arrival _____		Date of Departure _____		Smoking <input type="checkbox"/>
Special requests: Upgraded room (floors 17-23) <input type="checkbox"/> Disabled (wheelchair accessible) <input type="checkbox"/> Roll-a-way <input type="checkbox"/> Refrigerator <input type="checkbox"/>				
Card Type _____		# _____	Exp. _____	