**2024 Chorus Contest Hotel Housing Representative Instructions:**

Chorus President/Team Leader: To eliminate the challenges many had last year booking rooms we are making some changes to the process this year. We are asking that each chorus have a Housing Representative which will be your chorus’s contact for all things housing. **Your Housing representative will work directly with Lura, who will then work with the Hotels.** Please email your chorus Housing Representative name and contact information to Lura Nightlinger as soon as possible.

Your designated Chorus Hotel Housing representative will be responsible for:

* Completing the form with the individual room information for all Chorus members.
* Please review the form for legibility and completeness.
* Please do not list a member in more than one room.
* If you know a member has special requirements, write the request in the “Notes” column.
* Contact Lura for any cancellations or changes in room requests for your chorus.

**NOTE:** The attached form must be submitted **no later than January 26, 2024**.

**General Information:**

* Hotel assignments (Marriott or Embassy) are based on Survey sent to Choruses in April.
* While we do our absolute best to honor all requests, remember, our hotel room block is based on room types available at the Hotel.
* **Please do not contact the hotel concerning housing changes...all details are handled through Lura!!!**
* Once information is uploaded to hotels an email confirmation will be sent to the email of the room captain provided on form.
* Final cancellations must be made 48 hours in advance of the scheduled arrival date or one night’s lodging & tax for the cancelled room will be charged to the credit card.

**Helpful hotel info:**

* Self-parking – Guest at Marriott and Embassy are to park in garage under Embassy Hotel
  + Marriott Guest will receive one chaser pass – no in/out privileges.
  + Embassy Guest will validate pass at hotel front desk – in/out privileges.
* Embassy Rooms
  + King Room - King bed and pull-out sofa. Site states can sleep 4 people.
  + Double/Double Room – 2 Double beds and pull-out sofa. Site states can sleep 6 people.
  + All rooms include minifridge and microwave.
* Marriott Rooms
  + Queen/Queen Room – 2 Queen beds. Site states can sleep 4 people.
  + King Room – Single bed, no pull-out sofa. Site states can sleep 2 people.
  + All rooms include a minifridge.
* Adjoining Rooms are next door to each other.
* Connecting Rooms have an inside door between them.