



# NATIONAL STUDENT COUNCIL CONFERENCE

## HOTEL ROOMING LIST FORM

JUNE 22–24, 2020

Completed form must be submitted by June 1, 2020. Find your hotel's reservation contact information at [www.natstucconference.org/hotel](http://www.natstucconference.org/hotel).

Note: This is **not a room reservation form**. This is a **confirmation form** for rooms already reserved. This will verify the number of rooms reserved and the names of the guests in these rooms to assist with a smooth check in at the hotel.

**Instructions:** Conference advisers, complete this form **after** you have **made and received your confirmation number(s) for hotel room reservations (1)** to ensure that you have the proper number and type of rooms; **(2)** the hotel knows the approximate time of your arrival and departure; and **(3)** the hotel knows the method in which you are paying for your hotel rooms. If paying by check, checks must be received seven days prior to your arrival date. Please ensure that your school name is on the check. Make additional copies of this form if needed so that you can list the names for each of your reserved sleeping rooms (i.e., five rooms reserved will require two forms; nine rooms reserved will require three forms, etc.). If you have any changes after submitting this form, please contact your hotel's reservation specialist.

**Type or print clearly all information below:**

Name: \_\_\_\_\_ Total # in Group: \_\_\_\_\_ Adviser Email: \_\_\_\_\_  
(Adviser name(s) hotel reservation is held under)  
 Adviser On-site Cell Phone #: \_\_\_\_\_

Method of Payment:  Credit Card     School Check\*     Personal Check\*  
\*Please be sure to include the school name on the check, NOT just the school district or adviser name.

School Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Method of Arrival:  Flight     Bus     Car     Other: \_\_\_\_\_

**→ Complete one box for each room reserved, listing the hotel confirmation number, type of room requested, and names in the reserved room and check either adviser or student.**

Hotel Issued Room Confirmation Number: \_\_\_\_\_

Type of room reserved/requested:  Single—one bed (one person)     Double—two beds (two people)     Triple—two beds (three people)     Quad—two beds (four people)

Adviser	Student	Adviser	Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		_____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		_____	

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Adviser	Student	Adviser	Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		_____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		_____	

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_____		_____	
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_____		_____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		_____	