

Hotel Request Form

Name of person requesting the reservation: _____

Name of person(s) this reservation is for: _____

School/Location _____

Workshop/Conference & Location _____

Hotel preference #1 _____

Hotel preference #2 _____

Hotel preference #3 _____

Room preference (bed size and number of people per room) _____

Arrival date _____

Departure date _____

Account to be charged _____

Other information _____

Signature _____ Date _____

**Every effort will be made to honor your first choice of hotel.