COMPETING CHORUS HOUSING AND REGISTRATION FORMS

73RD ANNUAL INTERNATIONAL CONVENTION AND COMPETITION
SWEET ADELINES INTERNATIONAL
SMOOTHIE KING CENTER • SEPTEMBER 16-21 • NEW ORLEANS, LA

Chorus Name: _____

Housing Contact Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Country: _____ Email: _____

Please select: HARMONY CLASSIC COMPETITOR ☐ INTERNATIONAL COMPETITOR ☐

Hotel Request (select top choice): NEW ORLEANS MARRIOTT ☐ SHERATON NEW ORLEANS ☐

Please complete and return this form to events@sweetadelines.com by **December 10, 2018**. This will allow the housing bureau to work proactively with the hotels to accommodate your chorus. Pre and post convention dates cannot be guaranteed, but will be requested. An acknowledgement of the chorus room block request and instructions on entering reservations will be sent by email to the housing contact in January/February 2019.

ROOM BLOCK NUMBERS

For each day listed, enter the most accurate estimate of the number of sleeping rooms required. Please list the number of rooms based on a cumulative basis. For example, if guests arrive on Tuesday and they need 2 king rooms, write 2 in the single/double box on Tuesday. The Majority of your guests arrive Wednesday and you need 26 single/double rooms on Wednesday. Write 26 in that box, and 2 in the single/king box on Wednesday, because the Tuesday guests are staying through Wednesday. Your total number of rooms needed on Wednesday is 28. If you have questions while filling out this form, please contact the Events Dept. at events@sweetadelines.com.

HOTEL SUB-BLOCKS

Your sub-block is a portion of the overall contracted housing block for Sweet Adelines International. Each chorus must use a minimum number of rooms to help the organization meet these contractual agreements. This percentage has been established as 90%. If 90% of your requested sub-block is not picked up, your chorus will incur an attrition fee. To calculate the minimum number of rooms you must use and any possible attrition fees please refer to the following formulas.

Total room nights x .90 = minimum room nights

Example 1: 100 total room nights blocked x 90% = MINIMUM 90 ROOM NIGHTS
FINAL ROOM BLOCK PICKUP= 95 ROOMS, RESULTING IN NO SHORTAGE OF ROOMS. NO ATTRITION FEES
Example 2: 100 total room nights blocked x 90% = MINIMUM 90 ROOM NIGHTS
FINAL ROOM BLOCK PICKUP= 86 ROOMS, RESULTING IN A SHORTAGE OF 4 ROOM NIGHTS.
4 ROOM NIGHTS X ROOM RATE = **ATTRITION PAYMENT DUE TO SWEET ADELINES INTERNATIONAL.**

AGREEMENT

Sweet Adelines International is relying upon _____ to use _____ total room nights. _____ agrees that financial liability will be incurred should less than 90% of the total room nights listed above not be used. On behalf of _____ I understand the financial responsibility outlined in this document. Further, on behalf of _____, I accept financial responsibility for attrition amounts resulting from _____ failure to fulfill its request for these rooms.

Please acknowledge your room block by signing this form and returning to Events at Sweet Adelines International Headquarters by December 10, 2018. Your chorus will not be assigned a block of rooms if this form is not signed and returned with the hotel room block request information.

Chorus Housing Coordinator Print Name: _____

Signature: _____ Date: _____

Chorus President Print Name: _____

Signature: _____ Date: _____

Single/Double: $189 USD • **Triple:** $ 214 USD • **Quad:** $ 239 USD

Date	*Sat, Sept. 14	*Sun, Sept 15	Mon, Sept. 16	Tues, Sept. 17	Wed, Sept. 18	Thurs, Sept. 19	Frid, Sept. 20	Sat, Sept. 21	Sun, Sept. 22	Total # of Room Nights
Single/ Double (1-2 Guests)										0
Triple (3 Guests)										0
Quad (4 Guests)										0
TOTAL	0	0	0	0	0	0	0	0	0	0

* Dates are not guaranteed and will be based upon availability.

Date	* Date _____	* Date _____	* Date _____	* Date _____	* Date _____	* Date _____	* Date _____	* Date _____	* Date _____	Total # of Room Nights
Single/Double (1-2 Guests)										
Triple (3 Guests)										
Quad (4 Guests)										
TOTAL										

International Riser Rehearsal Request

If your chorus needs to use the International Risers, please check your preferred rehearsal date and time for assigned rehearsals. Please note that ALL times before 1:00 p.m. on Tuesday are reserved for Harmony Classic Competitors. If you are bringing your own risers, we ask that you leave the International Riser times for competitors without risers. Please note that each chorus will be assigned ONLY ONE SLOT INITIALLY. Indicate your 1st and 2nd choice for this riser time. Harmony Classic Competitors Only

TIME	Monday, September 16	Tuesday, September 17	Wednesday, September 18	Thursday, September 19
7 AM - 9 AM				
9 AM - 11 AM				
11 AM - 1 PM				
1 PM - 3 PM				
3 PM - 5 PM				
5 PM - 7 PM				
7 PM - 9 PM				
9 PM - 11 PM				

Function Space Request Form

Chorus Name: _____

Does your chorus plan to bring risers? YES ☐ NO ☐ Total Number of Sections _____ 4' ___ 6' ____

Is your chorus sharing risers with another chorus? YES ☐ NO ☐ # of guests/members attending convention: ____

Check here if you are requesting space for the entire week (This requires a $5,000 minimum room rental fee) ☐

Name of Chorus sharing risers: _____

PLEASE NOTE: Time and Type of Function is REQUIRED even if you are requesting space for the entire week. If you are requesting space from Monday — Saturday, Please select in the space above.

Monday, September 16, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People

Tuesday, September 17, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People

Wednesday, September 18, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People

Thursday, September 19, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People

Friday, September 20, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People

Saturday, September 21, 2019

Time of Function	Type of Fuction (Meal, Rehearsal)	# of People