

Region 21 Spring Convention and Competition
Renaissance Phoenix Downtown Hotel
Reservations, Rooming List and Credit Card Authorization

INSTRUCTIONS

There are two options for making you hotel reservations.

Chorus Rooming Lists:

You will be creating and submitting your hotel rooming lists using the Excel spreadsheet titled Renaissance Rooming List located on the purple tab at the bottom of this page.

You will also need to complete the Credit Authorization Form located on the green tab at the bottom of this page.

If you have members not staying at least one night at the convention hotel a Facility Usage Form must also be completed and submitted with payment. Do not send this form to the hotel. Each form is self explanatory.

- a) Email one copy by March 15, 2017 to: Sue Vanaprasert
suchada.vanaprasert@renaissancehotels.com
- b) Email one copy by March 15, 2017 to: Della Davis, EVC at
rmt_events@region21.org
- c) Save and keep one copy for your files and to be able to make and submit changes.
- d) Only ONE credit card per list is required to guarantee the reservations of group chorus rooms.

Individual Room Reservations:

You may make your hotel reservations using the link below.

<https://resweb.passkey.com/go/GoldenWestRegion>

or by calling 800-309-8138 and ask for Golden West Region Competition

For questions, please contact Della Davis, Events Coordinator
480-215-7377
rmt_events@region21.org

RENAISSANCE PHOENIX DOWNTOWN HOTEL
50 East Adams Street
Phoenix, AZ 85004
suchada.vanaprasert@renaissancehotels.com

Hotel number: (602) 333-5101

Fax number: (602) 333-5181

Attention: Sue Vanaprasert