

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 Card 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 1, 2019 to: Kelsey Garcia
kelsey.garcia@marriott.com
- b) Email one copy by March 1, 2019 to: Victoria Kemsley, 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://book.passkey.com/go/GoldenWest2019>

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

For questions, please contact Victoria Kemsley, Events Coordinator
310-871-8922
rmt_events@region21.org

RENAISSANCE PHOENIX DOWNTOWN HOTEL

50 East Adams Street

Phoenix, AZ 85004

kelsey.garcia@marriott.com

Hotel number: (602) 333-5101

Fax number: (602) 333-5181

Attention: Kelsey Garcia