

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

**INSTRUCTIONS**

There are two options for making your hotel reservations.

**Chorus Rooming Lists:**

1. You will be creating and submitting your hotel rooming lists using the Excel spreadsheet titled Hotel Room Request form located on the blue tab at the bottom of this page.
2. You will also need to complete the Credit Authorization Form located on the green tab at the bottom of this page.
3. 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.
4. Each form is self explanatory.
  - a) Email one copy by March 1, 2020 to: Kelsey Garcia  
[Kelsey.Garcia@marriott.com](mailto:Kelsey.Garcia@marriott.com)
  - b) Email one copy by March 1, 2020 to: Victoria Kemsley, EVC  
[rmt\\_events@region21.org](mailto: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 (for CAL members ONLY)**

1. You may make your hotel reservations using the link below.  
<https://book.passkey.com/go/GoldenWest2020>  
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](mailto:rmt_events@region21.org)

RENAISSANCE PHOENIX DOWNTOWN HOTEL

50 East Adams Street  
Phoenix, AZ 85004

[Kelsey.Garcia@marriott.com](mailto:Kelsey.Garcia@marriott.com)

Hotel number: (602) 333-5101

Fax number: (602) 333-5181

Attention: Kelsey Garcia