

### Rooming Signup Instructions



**Group:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

### Step 1: Copy (as needed) and complete the *Rooming Signup Form*

Please Type (or neatly print) each participant's full name.

Special Instructions/Needs should include handicap accessible rooms, room placement concerns, and other needs.

### Step 2: Room Summaries

How many rooms will be needed?

Boys: \_\_\_\_\_

Girls: \_\_\_\_\_

Adults: \_\_\_\_\_

Bus Driver: \_\_\_\_\_

**Total:** \_\_\_\_\_

### Step 3: Room Blocking

Director's Choice Tour & Travel always requests:

Your group's rooms be separated from rooms belonging to other groups.

Your group's rooms be placed on the least number of floors possible.

Your Boys rooms and Girls rooms be separated from each other (with adult rooms near each).

Please select one of the following:

Boys rooms and Girls rooms should be on separate floors.

OR

If space allows, place Boys rooms and Girls rooms on the same floor with adult rooms in between.

### Step 4: Return this form and all completed *Room Signup Forms*

FAX to: 806.763.7637

OR

E-mail to: roominglist@dctandt.com

**Forms received less than 7 days prior to check-in will be forwarded to the hotel, but may not be reflected in the final rooming block due to time and pre-blocking limitations.**

\_\_\_\_\_  
Group Leader

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Rooming Signup Form

Group: \_\_\_\_\_

Destination: \_\_\_\_\_



<b>Room Type:</b> <input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Adults <input type="checkbox"/> Bus Driver	<b>Special Instructions/Needs</b>
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