

STUDENT HOUSING FORM INSTRUCTIONS

PLEASE READ THE FOLLOWING VERY CAREFULLY **BEFORE** COMPLETING THE HOUSING FORM!

GENERAL INFORMATION AND INSTRUCTIONS

Make it known to students that this form will be considered the final room assignments given to the hotels. Any changes in the room assignments must be made prior to the cut-off date, through the Housing Bureau. It is important that only the **chaperone make any changes to this room assignment.

**The director/chaperone names on this form should not appear on any other housing form. No student's name should appear on more than one housing form.

**Once the room assignments have been determined, please assign one director/chaperone to complete and send the housing form. Only one form should be sent for each group of students and chaperones, including situations where students from different schools are sharing rooms! In other words, all director/chaperone names, from schools where students are sharing rooms, must also appear on this one form, to insure placement in the same hotel with your students. The Housing Bureau cannot guess what you wish; however we guarantee that everyone included on a single housing form will be placed in the same hotel.

**All rooms must be guaranteed with a minimum deposit of the FIRST NIGHT'S ROOM RATE (first hotel preference) with a deposit check (payable to Peoria Area Convention and Visitors Bureau) or a major credit card.

**All confirmations will be sent ONLY to the director/chaperone (Name 1) listed on the form.

**The triple or quad rate applies only if 3 or 4 people actually occupy that room, that way, regardless of what may have originally been requested. If the number of students occupying the room is not the same as was requested, the rate will change.

**Last minute cancellations in rooms with multiple schools must be arranged between the school directors. Once the original reservation is made, and the confirmation is received, all last minute changes must be made directly with the Housing Bureau.

**Payments for all student rooms should be made by the director/chaperone. The director or chaperone, whose name appears as Name 1 on the Housing Form, will be held responsible for the students in his/her room(s), even if the student(s) is from another school.

All reservation requests must be in writing, by mail, using this form. **No reservations will be taken via email, FAX or telephone.

SEE "SUBMITTING THE HOUSING FORM" INSTRUCTIONS ON THE REVERSE SIDE

**Be certain that all students know the name of their director/chaperone--especially if they are rooming with students from another school. Parents may contact that person in an emergency.

**For housing reservations other than director/chaperone and students, please use the form published in the Fall and Winter Illinois Music Educator Journal "ONLY for those who DO NOT HAVE All-State Participating Students". This form is also available on the IMEA website (www.ilmea.org) or you may also request such a form from the IMEA State Office (708/479-4000 or illmea@sbcglobal.net).

** **At least one adult chaperone must be assigned to the same hotel as his/her students!**

MORE DETAILED INFORMATION AND INSTRUCTIONS ON REVERSE

COMPLETING THE HOUSING FORM INFORMATION AND INSTRUCTIONS

Please type or neatly print all information

This Housing Form is ONLY for Participating Students, their Directors and Chaperones

- *** Review the list of participating hotels and select a minimum of three in order of preference. Indicate, with numbers, your choices on the Housing Form. It would be advantageous to include at least one "outlying" hotel in your preferences in case all downtown hotels are filled.
- *** ALL reservations MUST be guaranteed with a minimum deposit of the first night's room rate (first hotel preference) per room reserved OR a major credit card number.
- *** Enter names of guests. If additional rooms are necessary (student or director/chaperone) please attach using the same format.
- *** Enter contact information for Director/Chaperone Name 1. Confirmation will be sent ONLY to this person. Include additional Director/Chaperone names sharing this room.
- *** **Enter ARRIVAL AND DEPARTURE Dates.**

IMPORTANT: Include an alternate phone number (home) or e-mail address where contact may be made if necessary during the holiday vacation period. If an e-mail address is provided hotel confirmations may be sent via e-mail. Please add <lhermann@peoria.org> to your contact list.

SUBMITTING THE HOUSING FORM INFORMATION and INSTRUCTIONS READ WITH CARE

The date of postmark will be used to prioritize the assignment of hotels, not the date of receipt. **The preferred, PRIORITY date for mailing the Housing Form to the Peoria Area Convention and Visitors Bureau (PACVB) is Friday, December 4.**

The official notification of selectees will be e-mailed from the IMEA State Office to individual schools on Sunday, November 29. This will allow 5 days for completion of the Housing Form before submitting, by mail, to the PACVB. The PACVB will date stamp and prioritize the forms in order of postmark date but will not begin the hotel assignment process until Monday, December 14. At that time, all housing forms with a postmark date of December 4 will be processed in random order as opened, followed by postmark date of December 5, etc.

The purpose of these "delays" is to allow a thoughtful and accurate completion of the form and to offset the discrepancy in mail delivery from the school to the PACVB.

THE FOLLOWING ADDITIONAL PROCEDURES WILL BE FOLLOWED WITHOUT EXCEPTION:

Forms mailed via regular first class mail but postmarked prior to December 4 will be considered as postmarked on December 4. There is no advantage in submitting the form early.

Forms mailed via Express or Overnight mail, Fed Ex or other priority delivery, will be considered postmarked on the same date as other Forms mailed regular first class. Therefore, there is no advantage in using any special priority delivery.

Forms hand delivered to the PACVB will be considered as postmarked on the day of delivery but, in no event, earlier than December 4. Therefore, there is no advantage in travelling to Peoria to hand deliver the Hotel Reservation Form.

Mail Your Housing Form, via regular first class, to

PEORIA AREA CONVENTION AND VISITORS BUREAU

ATTN: HOUSING DEPARTMENT
456 FULTON STREET - SUITE 300
PEORIA, IL 61602

on the preferred priority date of

WEDNESDAY, DECEMBER 9, 2009