



Texas Community College Band Directors Association

FORM 3: CONVENTION HOUSING REQUEST FOR FACULTY

This completed form must be must be received by the Vice President by the specified deadline (see www.TCCBDA.org for details).

SPONSORING DIRECTOR:

- List the director who is to be contacted in all future correspondence regarding these housing requests.
Please include an email address. (Note: all future correspondence will be by email.)

Director: School:

Email:

DETAILS REGARDING HOUSING REQUESTS:

- Room reservations are made for TCCBDA members, applied faculty assisting with auditions, and/or bus drivers only.
Initial room reservations will be made by the Vice President in mid-December.
In mid December, the Vice President will send rooming lists to all TCCBDA members.
IMPORTANT: In late January, the Vice President will instruct all TCCBDA members to call the hotel and guarantee their room reservations with a credit card.
It is the responsibility of the sponsoring director to guarantee rooms for his/her participating students.
If you desire to stay Saturday night, tell the hotel when you call in early February to guarantee your reservations.
Once you have guaranteed your rooms with a credit card, the hotel (not TCCBDA) must receive your cancellations at least 72 hours prior to arrival;

HOUSING REQUESTS FOR FACULTY:

- List each faculty member (including you) who requests a room at the hotel. All are expected to assist with seating auditions.
All rooms reserved for faculty will have two double beds. If you do not have another person in the room, you will pay the single rate when you check out. If faculty will be sharing a room with someone listed below, please indicate who will be roommates.

Table with 2 columns: Faculty Name (list all names on the same line of any room that is being shared) and Instrument (for seating audition panels). The table contains 8 empty rows for data entry.