

HOTEL RESERVATION FORM-ROOM LIST

Florida Scholastic Press Association Convention APRIL 12-14, 2018

Complete this form, email or photocopy and mail or fax to:

Wyndham Orlando Resort
8001 International Drive
Orlando, FL 32819 Phone
407-351-2420 FAX
407-248-9732
MBonilla@wyndham.com

**Please check if this
is a middle school.**

- **Hotel reservation deadline: March 19, 2018**
- For safety and insurance purposes, the hotel must have a list of the occupants of each hotel room.
- Mail your tax-exempt certificate to the hotel. Bring a copy for reference.
- Inspect each room upon arrival and before departure.
- Fill in the names of the occupants for each room.
- Make additional copies of this form as needed.
- Mail or fax a copy of this form to the Wyndham Orlando Resort with the Hotel Registration Form.
- **Should your delegate list change, bring the original list, as well as a correct version of this form to the convention. The hotel must be able to read the names on both versions.**

ADVISER CONTACT INFORMATION *(Please print clearly.)*

Adviser name

School **FSPA District #**

Adviser contact phone

Adults (advisers, chaperones, guests)
 Full names of persons in room

1. _____
2. _____
3. _____
4. _____

Adults (advisers, chaperones, guests)
 Full names of persons in room

1. _____
2. _____
3. _____
4. _____

ATTENTION WYNDHAM ORLANDO STAFF
 Please place students and adviser on the same floor

Student Delegates

Full names of persons in room: _____ Males _____ Females

1. _____
2. _____
3. _____
4. _____

Student Delegates

Full names of persons in room: _____ Males _____ Females

1. _____
2. _____
3. _____
4. _____

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