



## 2023 Chorus Contest Hotel Housing Representative Instructions:

### Hotel Housing Instructions

Please email the name and contact information for your chorus Hotel Housing Representative to **Darline LeJeune** as soon as possible so she will know whom to contact to clarify any information.

Your designated Chorus Hotel Housing representative will be responsible for collecting the individual room forms to guarantee one night's lodging per room. Please review each form for legibility and completeness. These forms must be submitted to me **no later than February 15, 2023**. PLEASE DO NOT LIST A MEMBER ON MORE THAN ONE ROOM FORM...THIS COULD BE CONSIDERED A DUPLICATE AND CAUSE A ROOM TO BE CANCELLED. If you know a member has special requirements, write the request in the "Special Requests" section.

Hotel Housing information may be submitted on a single chorus list if all information on the individual forms are included on the chorus room list.

**Cancellations must be made 48 hours in advance of scheduled arrival date or one night's lodging & tax for the cancelled room will be charged to the credit card.**

**PLEASE CONTACT DARLINE LEJEUNE FOR ANY CANCELLATIONS  
OR CHANGES IN ROOM REQUESTS FOR YOUR CHORUS!**

**HOTEL HOSPITALITY SUITE CHORUS REQUESTS:** Only choruses that submit their **entire** membership housing forms in first will have first consideration for Hospitality Suite requests. These types of rooms are extremely limited and are allotted on a "first reserved, first assigned" basis, with some consideration given to size of suite vs. size of chorus. You will need to indicate that a suite has been requested on the "special requests section" of the Room Form. See note below about King Junior Suites, which are no longer as conducive to being a 'hospitality suite' due to the redesign adding a permanent wall in the center of the room.

All other rooms will be assigned, on a "first received, first assigned" basis.

Hilton Hotel Room Floor Plans are included on our website for your convenience.

### Some helpful hotel info:

- Adjoining Rooms are next door to each other.
- Connecting Rooms have an inside door between them.
- King Junior Suites ***NO LONGER include a hide-a-bed***...just a King bed and sofa.
- NO ROLL AWAY BEDS ARE ALLOWED.
- NO COOKING is allowed in hotel rooms due to Houston Fire Code!!!!
- All Hilton rooms now include minifridges.

Please send your Hotel Forms by email to: **Darline LeJeune** – Region 10 Housing Coordinator  
13115 Hornsby Road, Iowa, LA 70647. [C] 337-304-9293 [darlinelejeune@gmail.com](mailto:darlinelejeune@gmail.com)

**EMAIL HOUSING FORMS TO DARLINE LEJEUNE NO LATER THAN FEB. 15, 2023.  
PLEASE DO NOT CONTACT HOTEL CONCERNING HOUSING CHANGES...  
ALL DETAILS ARE HANDLED THROUGH DARLINE!!!**

**HOTEL CONFIRMATIONS:** While we do our absolute best to honor all requests, remember, a "confirmation" is only a guarantee that you have a hotel room blocked for your stay.