

Georgia FCCLA Housing Form Instructions

Deadline: February 15th at midnight

Hotel Information

Sheraton Atlanta
165 Courtland Street NE
Atlanta, GA 30303
(404) 659-6500

Chapters needing rooms for the 2018 State Leadership Conference will need to use the official housing form to make reservations.

Please refer to the example provided when filling out the form.

How to fill out the housing form:

Room Number – This is where you tell us which room number the participant will be in. Participants that will be rooming together need to have the same room number listed.

First Name – Type the first name of the participant staying in that room. It must match what is on your chapter's conference registration.

Last Name – Type the last name of the participant staying in that room. It must match what is on your chapter's conference registration.

Arrival Date – Type in the date that your chapter will be checking in. Must be in MM/DD/YYYY format.

Arrival Time – Indicate the approximate time that your chapter will be arriving. Rooms are not guaranteed to be ready until after the standard check in time of 4:00 pm. This just helps the hotel anticipate all of our chapters' arrivals.

Departure Date – Type in the date that your chapter will be checking out. Must be in MM/DD/YYYY format.

Room Type – Indicate the type of room you are requesting.

Room Type	Room Rate (not including taxes)	Approximate number of rooms available each night
(Double) Standard Double Bedded Rooms	\$154.00	350
(Single) Standard King Rooms	\$154.00	150
Deluxe King Rooms (with pull out sofa bed)	\$154.00	20
Corner Suite King (with pull out sofa bed)	\$204.00	15
Corner Suite Double Bedded (with pull out sofa bed)	\$204.00	10

Number of Adults – Put a number one in that column.

Special Requests – Place any special requests here.

School Name – Indicate which school this is for. Type out the entire name – do not use abbreviations.

Teacher Email Address – Clearly type your email address in this column. This is where the hotel will send your reservation confirmation.

Submitting the Housing Form:

Fill out the housing form in its entirety. When you are finished:

1. Save the form as Your School Name Housing Form.
Example – ABC High School Housing Form
2. You must email it to gafccla@gmail.com AND fschultz@sheratonatl.com.

Housing forms are due to both email addresses by midnight on February 15, 2018.

After the housing form has been submitted:

Schools must mail the checks to the hotel by **February 26, 2018.** It is suggested that you send a certified check.

Reservation confirmations will be emailed from the hotel to the email listed on the housing form by the end of February.

Tax exempt forms will need to be brought to the hotel upon your arrival.