**HOALTC Church Coordinator Registration Worksheet 2020**

**This is not sent to LTC Central, it is to complete in advance of using the registration portal to make that process simpler.**

**Tables in Hall A ($10 each) \_\_\_\_\_\_\_\_\_\_\_**

**Oversize vans or Busses (no charge, just to advise hotel) \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred hotel (chose one below)**

**\_\_\_\_\_\_\_\_ Sheraton - pick up all available room keys at LTC Central with T shirt pickup**

**\_\_\_\_\_\_\_\_ Sheraton - each family checks in for their room at hotel front desk**

**\_\_\_\_\_\_\_\_ Westin - pick up all available room keys at LTC Central with T shirt pickup**

**\_\_\_\_\_\_\_\_ Westin - each family checks in for their room at hotel front desk**

**\_\_\_\_\_\_\_\_ Hotel rooms not needed**

**Since the standard hotel checkout time is noon, which can be extended for frequent guests, we can’t guarantee that all rooms will be available when needed. We believe we can control the process better thru LTC Central and group key pickup, but this is your decision to make.**

# Hotel​ ​Rooms - Please complete this section only if the Church Coordinator needs a sleeping room in the Sheraton or Westin. Do not complete if the Church Coordinator is planning to sleep in a room this information has already been completed for.

Rooms with two Double beds , a single King bed, an King and one rollaway or a King and two rollaways are $110 each per night, with a limit of 4 per room per Kansas City fire code regulations.

​Junior​ ​Suites​ ​accommodate​ ​two​ ​guests​ ​and​ ​are​ ​$150​per night.

Standard Suites accommodate up to 8 guests and are $350 per night

King Suites accommodate up to 8 guests and are $375 per night.

There is a limit of 1 standard or 1 King suite per congregation, and they go fast by postmark date of complete registration and payments for each congregation. We are working with the hotels on better descriptions and diagrams of the suites ​(see​ ​hoaltc.org/hotel​); contact [ltc@hoaltc.org](mailto:ltc@hoaltc.org) for additional information. ​ ​

Please indicate​ ​ the type and ​number​ ​of​ ​rooms​ ​you​ ​would like​ ​ in​ ​ the​ ​ appropriate​ ​ blanks​ ​ below.​ Additional nights are available at the same rate before or after these dates if needed, your Church Coordinator can coordinate with [ltc@hoaltc.org](mailto:ltc@hoaltc.org).

We will do our best to accommodate special needs like adjoining rooms with a pass thru door or rooms next to another family. We always attempt to put rooms from the same congregation on the same floor.

Responsible Adult \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special needs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday Night \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Friday Night \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Saturday night \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_