**HOALTC Church Coordinator Registration Worksheet 2021**

**Please complete this form before using the registration portal.**

**To make the process easier, only the lead Church Coordinator will need to complete this process. Any additional Church Coordinators just need to complete the on-line Church Coordinator Covenant to be added to the email distribution list and the Church Coordinator Contact list.**

**Tables in Hall A ($5 each) \_\_\_\_\_\_\_\_\_\_\_ Oversize vans or Busses (no charge, just to advise hotel) \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred hotel (check one below) Sheraton Westin**

Pick up all available room keys at LTC Central with T shirt pickup \_\_\_\_\_\_\_\_ \_\_\_\_\_\_

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 have developed the key group pick up so we can have a better results for you and your families, but this is your decision to make.

Each church receives on late check out room on Saturday. Enter below the name of the person in that room. For rooms for a Church Coordinator or Observer, it will be the Church Coordinator or Lead Observer. For students, it will be the name of the first name listed for room keys. Enter NONE if applicable, UNKNOWN if not yet know so we will contact you later if not updated on-line by cutoff date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We will have a place on your on-line registration form for additional comments you need us to know, and a place for you to enter comments for yourself.**

**Extra T-shirts for Church Coordinator**

Additional t-shirts can be ordered at the following prices: Youth $10 Adult S – XL $12 Adult 2XL - 3XL $15

HOALTC does not pre-order extra t-shirts to sell at the conventions. Indicate the desired number of each size below.

 Youth​ ​M Youth​ ​L Adult​ ​S Adult​ ​M Adult​ ​L Adult​ ​XL Adult​ ​2XL Adult​ ​3XL

 \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

# Hotel​ ​Rooms for Church Coordinator – Please make an entry in Special Needs if this room will not be in the same Crown Center hotel as the rest of the rooms in this church.

**Due to the current uncertainties, we have not finished pricing negotiations with the hotels. We just finished up a 3-year contract, so we are expecting a slight increase in the next contract. As a point of reference, standard rooms were $110 in 2020, Small suites were $150, Large suites were $350 and XL Suites were $375, all taxes included. We are not asking for payment for hotel rooms until starting in January, but we would like to know your intentions as we work with the hotel.**

Rooms​ ​with​ ​two​ ​Double​ ​beds, ​ ​a​ ​single​ ​King​ ​bed, ​ ​ or a​ ​King and​ ​one​ ​rollaway​ ​are ​ each​ ​ $TBD​ ​ per night.

​Small​ ​Suites​ ​ ​are​ ​$TBD ​per night, Standard Suites are $TBD per night, and King Suites are $TBD per night.

There is a limit of 1 standard or 1 King suite per congregation, please contact your Church coordinator if interested. See hoaltc.org/hotel for hotel room 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.

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 or adjoining floor. Due to KC Fire code regulations, we are not able to accommodate additional beds in any rooms over and above what is registered for. Extra beds in Suites are a bit more complicated, see hoaltc.org/hotels or contact us at ltc@hoaltc.org for specifics.

**Name of additional person(s) keys should be made for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Special needs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 # rooms room type # rooms room type # rooms room type