



141 North 9th Street | Lincoln, Nebraska 68508  
Front Desk Phone: 402-475-4011 Front Desk Fax: 402-475-9011  
Sales Phone: 402-475-1038 Sales Fax: 402-475-4366

**FCCLA State Convention: School Booking Form**

**Name of School:** \_\_\_\_\_

**FFA Advisor:** \_\_\_\_\_

**Contact Information: Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Rooming List:** Please provide **FIRST AND LAST** names for each room. **Number of Rooms:** \_\_\_\_\_

	FIRST NAME	LAST NAME	FIRST NAME	LAST NAME	FIRST NAME	LAST NAME	FIRST NAME	LAST NAME
Room 1:	_____	_____	_____	_____	_____	_____	_____	_____
Room 2:	_____	_____	_____	_____	_____	_____	_____	_____
Room 3:	_____	_____	_____	_____	_____	_____	_____	_____
Room 4:	_____	_____	_____	_____	_____	_____	_____	_____
Room 5:	_____	_____	_____	_____	_____	_____	_____	_____
Room 6:	_____	_____	_____	_____	_____	_____	_____	_____
Room 7:	_____	_____	_____	_____	_____	_____	_____	_____
Room 8:	_____	_____	_____	_____	_____	_____	_____	_____

**Payment:** Credit Card ( ) or Direct Bill: \_\_\_\_\_. If you do not have a direct bill set up, please request an application to confirm payment.

**Arrival date:** \_\_\_\_\_ **Arrival time:** \_\_\_\_\_ **Departure date:** \_\_\_\_\_

**Parking needs:** (bus/van/car parking needs) \_\_\_\_\_

**Any special requests:** \_\_\_\_\_

**Hotel contact:** All communication regarding rooming list changes, itinerary, special requests, etc. should be directed to **Kara Creal**. Please complete the form and send back via **email**. This will ensure the accuracy of your rooms, billing and any special requests. Thank you! **Email:** [kcreal@graduatelincoln.com](mailto:kcreal@graduatelincoln.com)