

Hotel Reservations

Please complete ALL relevant fields.

Complete if you need hotel reservations for a visitor/speaker.

Requestor's Name:

Full name of Guest:

Workshop Guest Recruitment

Enter Guest email:

Enter Guest Cell Phone #:

Check-in Date:

Check-out Date:

Hotel preferences (give me 3 hotels you would like to use):

- 1.
- 2.
- 3.

If the Colonnade Club is preferred, please indicate the Club Member who will sponsor the guest:

PTAO: This will be used to pay for the hotel room and taxes.

PTAO: 31750

Project Task Award

Once this has been received by the [Department's Administrative Assistant](#), you will need to go to the main office, Room 237, to sign it to confirm your request.

Signature: _____

Date: _____

Notes: