

**Please use this form for your ROOMING LIST:**

**It is very important that you make sure to include ALL participants. (Students, Chaperones, and Additional Adults). This is the list that is submitted to the hotel and that we use to send you your final invoice. Please remember that this rooming list is due to us no later than: \_\_\_\_\_**

**Group Name \_\_\_\_\_ Trip Date \_\_\_\_\_ Destination \_\_\_\_\_**

| Group #      | Hotel Room # | Child | Adult | Comp Adult |
|--------------|--------------|-------|-------|------------|
| 1)           |              |       |       |            |
| 2)           |              |       |       |            |
| 3)           |              |       |       |            |
| 4)           |              |       |       |            |
| 5)           |              |       |       |            |
| <b>Total</b> |              |       |       |            |

| Group #      | Hotel Room # | Child | Adult | Comp Adult |
|--------------|--------------|-------|-------|------------|
| 1)           |              |       |       |            |
| 2)           |              |       |       |            |
| 3)           |              |       |       |            |
| 4)           |              |       |       |            |
| 5)           |              |       |       |            |
| <b>Total</b> |              |       |       |            |

| Group #      | Hotel Room # | Child | Adult | Comp Adult |
|--------------|--------------|-------|-------|------------|
| 1)           |              |       |       |            |
| 2)           |              |       |       |            |
| 3)           |              |       |       |            |
| 4)           |              |       |       |            |
| 5)           |              |       |       |            |
| <b>Total</b> |              |       |       |            |

| Group #      | Hotel Room # | Child | Adult | Comp Adult |
|--------------|--------------|-------|-------|------------|
| 1)           |              |       |       |            |
| 2)           |              |       |       |            |
| 3)           |              |       |       |            |
| 4)           |              |       |       |            |
| 5)           |              |       |       |            |
| <b>Total</b> |              |       |       |            |

| Group #      | Hotel Room # | Child | Adult | Comp Adult |
|--------------|--------------|-------|-------|------------|
| 1)           |              |       |       |            |
| 2)           |              |       |       |            |
| 3)           |              |       |       |            |
| 4)           |              |       |       |            |
| <b>Total</b> |              |       |       |            |

| Group #      | Hotel Room # | Child | Adult | Comp Adult |
|--------------|--------------|-------|-------|------------|
| 1)           |              |       |       |            |
| 2)           |              |       |       |            |
| 3)           |              |       |       |            |
| 4)           |              |       |       |            |
| <b>Total</b> |              |       |       |            |

| Group #      | Hotel Room # | Child | Adult | Comp Adult |
|--------------|--------------|-------|-------|------------|
| 1)           |              |       |       |            |
| 2)           |              |       |       |            |
| 3)           |              |       |       |            |
| 4)           |              |       |       |            |
| <b>Total</b> |              |       |       |            |

| Group #      | Hotel Room # | Child | Adult | Comp Adult |
|--------------|--------------|-------|-------|------------|
| 1)           |              |       |       |            |
| 2)           |              |       |       |            |
| 3)           |              |       |       |            |
| 4)           |              |       |       |            |
| <b>Total</b> |              |       |       |            |

| Group #      | Hotel Room # | Child | Adult | Comp Adult |
|--------------|--------------|-------|-------|------------|
| 1)           |              |       |       |            |
| 2)           |              |       |       |            |
| 3)           |              |       |       |            |
| 4)           |              |       |       |            |
| 5)           |              |       |       |            |
| <b>Total</b> |              |       |       |            |

| Group #      | Hotel Room # | Child | Adult | Comp Adult |
|--------------|--------------|-------|-------|------------|
| 1)           |              |       |       |            |
| 2)           |              |       |       |            |
| 3)           |              |       |       |            |
| 4)           |              |       |       |            |
| 5)           |              |       |       |            |
| <b>Total</b> |              |       |       |            |