

The Citadel Club Sports

Hotel Worksheet

This worksheet should be submitted at least 14 days before the trip. Funds to cover cost must be in team index before a reservation will be confirmed.

Purchasing Rules

Shop for the best price via the internet, calling a hotel directly, or communicating with hotel chain group sales.

You **are not** authorized to make a reservation, negotiate or sign a contract on behalf of The Citadel. Any attempt to bind the college, or teammates, coaches or advisors to a financial obligation may be subject to legal and disciplinary action.

Requesting Activity _____ Today's Date _____

Your Name _____ Phone Number _____

Competition Site Address _____

Be as exact as possible! For example, if you write "Atlanta," your hotel may be 2 hours from the competition site.

Total Budgeted Amount for this trip (\$) _____

Under \$600	Between \$600 and \$1400
Over \$3800	Between \$1400 and \$2200
	Between \$2200 and \$3800

What are you willing to consider to make this trip at or under budget? Check all that apply.

- Stay fewer nights than desired Stay in a less desirable hotel (e.g., cheap brand)
- Stay further away from the competition site Stay further away from Fast Food/other restaurants
- Take fewer players or managers Increase budgeted amount Reschedule competition Cancel trip
- Put more players in a room (you may not exceed maximum occupancy rules)
- Assume risk and responsibility of prepaid, nonrefundable purchase
- Make reservations and pay as individuals (instead of a team purchase)

Other ideas to make this stay affordable: _____

Date of First Night's Stay _____ Number of Nights _____ Date of Departure _____

How many bus drivers? _____ No. rooms for bus driver(s) _____

Preferred room type for bus driver(s) _____

How many coaches? _____ No. rooms for coaches _____

Preferred room type for coaches _____

How many players/managers? _____ No. rooms for players/managers _____

Preferred room type for players/managers _____

Room Types:

S - Single - room suitable for one person only

K - King - room with king-sized bed for one or two people

DD - Double-Double - a room with two double or queen beds

STE - Studio - room with one double, queen or king-sized bed plus a pullout sofa bed

DDSTE - Double-Double Suite - a room with two double or queen beds plus a pullout sofa bed

2XSTE - Two Bedroom Suite - a suite with two bedrooms plus a pullout sofa; often have two bathrooms

Breakfast included:
Required, Desired or No Preference? _____

Fast Food within walking distance:
Required, Desired or No Preference? _____

Flexibility to Cancel or Make Changes: Required, Desired or No Preference? _____

Thank you for serving as a team leader. Be reminded: don't make a reservation, negotiate or sign a contract on behalf of The Citadel.