



January 25, 2024

Greetings Region 19! This email is housing-specific, and I am sharing with you **a very important housing change**.

In Regional Mailing #1, I informed you that housing would be handled individually via a housing link; however, last week Sally Kelly, Events Coordinator, met with the Marriott hotel to discuss our concerns regarding how housing was handled last year and how rooms were assigned as members checked in.

Therefore, *at the suggestion of the hotel* and in order to get a better fit for members regarding preferred room types and available inventory, we are making the following change in procedure: **each chorus will appoint a Housing Coordinator for that chorus, and Sally Kelly will serve as Housing Liaison.**

The Housing Coordinator will:

- Gather all housing information from their chorus members and guests, including roommate(s), arrival and departure information, as well as collect credit card information which will be stored in a secure spreadsheet viewable only to the Housing Liaison and chapter Housing Coordinator;
- Enter this information on a forthcoming Google Spreadsheet which will be located on the Regional Convention website in the Documents and Forms section.

Once a chapter Housing Coordinator is appointed, that person must fill out [this form](#) no later than February 9, 2024.

Sally will review all housing forms and contact chapter Housing Coordinators with questions/concerns before submitting the housing forms to the hotel.

Non-chapter affiliated registrants will be provided instruction on how to book housing through Region 19 (however, quartets with a member(s) not associated with a chorus (i.e., CAL or from another region) are encouraged to register all four members together with a chorus affiliate).

Thank you for your prompt attention in this matter!

In Harmony,
Di Bartel
Chair - Regional Competition and Convention Steering Committee

