

ALL-STATE HOUSING INFORMATION

Registration procedures for housing have changed. Directors, please read the following instructions carefully to ensure that your students and your self are registered correctly. Please do not call the hotel. If you have any questions or concerns, please contact Megan Franke at 702-799-7800 ext. 4152 or mmfranke@interact.ccsd.net

This year's hotel is:

The Clarion Hotel and Suites Las Vegas
325 East Flamingo Road
Las Vegas, NV 89109
702-732-9100

1. Standard hotel stay is: Check in at 3 pm ~ Wednesday, April 14, 2010
Check out at 11 am ~ Sunday, April 18, 2010
This a total of four (4) nights stay. If you are requesting a different check in or check out date please indicate on your submitted form.
2. Open the attached excel document. At the bottom of the document you will see two tabs: one for students and one for directors. Please fill out the appropriate form.
3. Please fill out the first and last name of the person(s) staying in each room. Then fill out the number of people staying in that room as well as the number of nights they will be staying. The excel sheet will tally the amount each person then owes for their stay as well as the total cost for that room. Remember that the student's rooms are being split by the student/school and NMEA. Directors are responsible for all of the room payment. Please make checks out to NMEA.
4. As you fill all the spaces, it will tally everything at the end to give you a grand total. Please use this sheet as your invoice/receipt for your banker.
5. If you need more than seven (7) rooms, please use another sheet to continue.
6. Please send your check and a copy of your room information to...

**Megan Franke
Las Vegas Academy
Choir Department
315 S 7th St
Las Vegas NV 89101**

**Postmark by: Tuesday, March 16, 2010
NO EXCEPTIONS!!**