

**Hotel Reservation Form**

Name:	_____
Title:	_____
Company:	_____
Address:	_____
City/State/Zip:	_____
Phone:	_____
Fax:	_____
Email:	_____
<b>Roommate Information:</b>	
Sharing Room With:	_____
His/Her Company:	_____
<b>Check-in Date:</b>	<b>Check-out Date:</b>
<b>Payment Method</b>	
<i>A credit card number must be provided to guarantee late arrival &amp; to guarantee one night's room deposit.</i>	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Diner's Club <input type="checkbox"/> Discover <input type="checkbox"/> Carte Blanche	
Name on Card:	_____
Card Number:	_____
Expiration Date:	_____
Signature:	_____
<b>Indicate Room Preference:</b> KING    TWO QUEEN BEDS <input type="checkbox"/> Non-smoking Only	

**Instructions**

Simply print out and complete this form and either fax or mail it to **Jade Pearson, Program Director**.

Fax: (407) 290-0252

Mail: 8260 Cathy Ann Street  
Orlando, FL 32818

Feel free to call or email with questions at **(407) 290-2754** or **newsdln@aol.com**.

All workshops are held at **SpringHill Suites Marriott** (Sanford, Florida) with a special group rate of **\$105 per night plus taxes**. **SpringHill Suites by Marriott is located at Exit #101C off I-4 and State Road 46, adjacent to Seminole Towne Center Mall, telephone 1-407-995-1000**. Minutes from the Historic Sanford District and within walking distance to a major shopping mall (Seminole Town Center), discount shopping, 15 restaurants, and so much more! SpringHill Suites offers a full and hot breakfast every morning, which is complimentary with your room. Please see the website for a complete list of amenities and directions to the hotel.

**Reservations will be accepted on a space-available basis and should be made at least 4 weeks prior to the date(s) of the workshop to ensure the low group room rate.** We will be certain you receive confirmation of your reservation prior to course date(s). **Early registration is recommended** to secure your accommodations.