



Hotel Booking Process and Timeline

Please read through this carefully. **ALL** teams must fill out the [Hotel Intent and Request form](#) by **Wednesday, November 1st at 11:59 PM (ET)**. Hotel intent form may be filled out by individual teams OR for a full organization. **Teams who do not book rooms through the hotel booking process will be assessed a penalty of \$500 to be paid prior to checking in to the competition. This is per team, not organization.**

Hotel Intent Form

On **Sunday, October 1st at 5:00 PM (ET)**, the hotel intent and request form will open - link attached here: [Hotel Intent and Request Form](#). **ALL TEAMS** need to fill out this form to let us know whether or not you intend to use the LOC Hotel service (i.e. even if you are a local team that does not require hotel use for this event, you must complete the form). Any team that is found to use a hotel outside of the provided LOC block of rooms will be assessed a penalty of \$500 per team.

Teams booking hotels through the LOC:

Please consult the event website to determine what hotels you would like to use: [2024 Eastern Synchronized Sectional Championships](#). You will be asked to list your top 5 choices. Please also consult the revised block [schedule](#) to most accurately estimate the rooms you will require for the event. This form may be completed for individual teams OR for a full organization.

To complete the Hotel Intent and Request form, you will need to provide:

- Name of all teams covered by the form;
- Name and contact information for individual authorized to book hotels for team/organization;
- Number of rooms with 2 beds, number with 1 bed for each night required;
- Should we need to split your organization across multiple hotels - if so, which levels;
- Any other pertinent information/requests

Hotel Deadline and Assignments

- **Sunday, October 1st @ 5:00 PM (ET)** - [hotel intent and request form opens](#)
- **Wednesday, November 1st @ 11:59 PM (ET)** - deadline to submit a hotel intent form
- Once the hotel assignments have been made, teams will have 5 days to submit their signed contracts to Avanti with any final revisions. Once the signed contract is received by Avanti, they will transmit assignments to the hotels who will then contact you for paperwork and deposits. Your reservations are not confirmed until the hotels have your deposits. We expect to transmit all assignments to hotels by December 1st. After this point, any extras (e.g. function rooms) as well as any cancellations/changes are handled between the hotel and the team.



Summary Timeline

October 1st @ 5:00 PM (ET)	Hotel Intent and Request form opens. ALL TEAMS NEED TO COMPLETE FORM
November 1st @ 11:59 PM (ET)	Hotel Intent and Request Form deadline
November 15th	Hotel Allocations FINALIZED
December 1st	Deadline to add skaters to roster Deadline to submit photos for program
December 1st	All assignments will be transmitted to hotels who will then begin to reach out to teams for credit card deposits, rooming lists and other requests such as function rooms
Early January	Final Schedules - Competition and All Practice Ice released