

2023 REGION 8 CONVENTION HOUSING INFORMATION

Convention Hotel

Hilton Fort Collins
425 West Prospect Road
Fort Collins, CO 80526

Hotel Reservations

- All reservations must be made through the Housing Coordinator, Rachel Loudon. INDIVIDUAL RESERVATIONS CANNOT BE MADE DIRECTLY WITH THE HOTEL.
- The Chorus Convention Coordinator (or designee) will need to collect the room requests from their members in whatever form they want. Then they will enter the information, **to include Credit Card info from 1 occupant**, into the Room Reservations spreadsheet and send to Rachel Loudon at icerachel2003@yahoo.com by March 18, 2023.
 - See separate instructions on encryption - to password protect a worksheet
 - Send a **separate** email to Rachel with the password for protected worksheet
 - You may encrypt the spreadsheet at any point before emailing the completed one, but once you do that, you will need to use the PW to open or edit it.
- Do not send the room reservation forms to the hotel. Rachel Loudon, who will work directly with the hotel, will handle all reservations.
- No room reservation changes can be made after April 1, 2023. All room reservation changes must be made by using this Google Doc link - <https://docs.google.com/forms/d/e/1FAIpQLScr5TituCe9kksW6yaY8JzUuWFNOW-U3RcwRDKVo0n70xT8yQ/viewform>
- Room reservation cancellations must be received at least 24 hours prior to the date of arrival or there will be a charge of one night's room and tax.
- **Competing quartets please note:** Please register for your rooms with your chorus. If ALL quartet members are Chapter-At-Large, you may register separately (see CAL section).
- Please select a 1st and 2nd choice room type (see below) since some rooms have limited availability. We reserve the right to make a change to the room type based on hotel availability.

Hilton Fort Collins Room Info

- Room rate \$194/night plus taxes and fees
- Check-in time: 4:00pm
- Check-out time: 11:00am
- Available Room Types – 1 King bed with sofa sleeper, 1 Queen bed, 1 King bed, or 2 Full Beds
****NOTE: no 2 queen beds per room available at this hotel**
- Roll away beds are NOT available
- Put requests for adjoining rooms or Handicap Accessible in the comments
- Complimentary WiFi
- Daily parking – \$5/day – per car, so carpooling is encouraged. Street parking is scarce as this is near the CSU campus
- Credit Card Information is needed from 1 occupant – must accompany each room reservation. NO charges will be made to this card until checkout. Each individual may use her own form of payment for her portion of the bill.
- All competing quartet and chorus members are expected to stay at the hotel during the competition.

Chorus Breakfasts

Complete the question regarding chorus breakfast on your Chorus Contest Information Form so that menu and catering contact information can be sent to you.

Emergency Health Care – Dial 911 in case of a medical emergency!