



AMERICAN COLLEGE THEATER FESTIVAL 2012

Due to the level of reservations for the conference, we are requesting that rooming lists and method of payments be delivered to my attention by the cutoff date listed below; in order to provide a smooth check-in process and billing accuracy.

Rooming list due: by January 13th, 2012

Reservation Form: by cutoff date, January 13th, 2012

Method of Payment:

***Checks Due 15 days in advance, including a credit card authorization form**

***Credit card authorization form**

Single & Double Rate \$109 + 12.10% Tax

Triple & Quad Rate \$109 + 12.10% Tax

Advisor Name: _____

Phone# _____

E-mail: _____

Total Rooms: _____

School Name: _____

Please remember, this form must be delivered by the cutoff date along with the rooming list and method of payment to guarantee room reservations. Our cancelation policy is 48 hours in advance.

Thank You!

Ivan Toca

Convention Services Manager

p - 801-395-2047

f - 801-395-2060

Ivan.toca@ogdenmarriott.com

Or

Char Johnson

Sales and Catering Coordinator

p- 801-395-2070

f- 801-395-2060

Char.Johnson@ogdenmarriott.com