

## Sample VIP List and Instructions for Conference Chair to Give Hotel

**NACADA**

The Global Community for Academic Advising

- Designate room assignments and how charges are to be paid.
- Check your hotel contract to see what complimentary rooms or upgrades you have available at the 1/40 or 1/50 rate.
- Ask about late check out – especially if you end at noon, you might want to ask for late check out (perhaps 2 p.m.?) for the VIP list. Early check IN can also be requested if you know someone is coming an hour or two early.

### Definitions:

**Comp** = complimentary or free

**Reduced rate:** Hotels sometimes offer a suite at the regular room rate – this will be spelled out in the contract, i.e. “1 suite at the conference rate of \$109” This is a savings to the person who is staying there, however, the \$109 per night still needs to be paid for by the individual.

**Master account** – the hotel compiles food, meeting room rental and designated sleeping rooms to one account. The Executive Office pays this bill, and charges are made to the region account. In the case of the Executive Office and Board Visitor, the room charges will be billed to the national account. The conference chair should work with the hotel catering rep to sign off on meal prices as they are added to the account.

**Incidentals** – charges to a room other than tax and room charge, i.e. phone, room service, dry cleaning, internet hook up, etc. NACADA never pays for incidentals, only room and tax.

**VIP** – very important person. In general, the conference chair, the Region Chair, the Keynote speaker, the Executive Office visitor and the Board visitor, as well as conference committee members would be on this list.

**Amenity** – varies from hotel to hotel. May consist of turn down service, chocolates on pillow, fruit basket, wine and cheese left in room, etc.

**1/40 or 1/50:** Hotels often offer a complimentary room night for every 40 or 50 rooms that are reserved by paying participants. These can be all assigned to one person, or assigned 1 room for each of several individuals.

## Sample VIP instructions to the Hotel

**To:** HOTEL and contact name and number: \_\_\_\_\_  
**From:** NACADA Region \_\_\_\_ Conference Chair: \_\_\_\_\_  
 Phone: \_\_\_\_\_ e-mail \_\_\_\_\_

The following individuals are to be issued complimentary rooms or other amenities as outlined below.

All incidentals are paid by the individuals. Rooms are paid by the individual unless otherwise noted.

**RE:** VIP list for Region \_\_\_\_\_ Conference

DATES of Meeting: _____ VIP's name	Arrival date & time	Departure Date & time	Room Type	Late check out?	Instructions
Region Conference Chair Name _____			Comp 2 bedrooms suite to share with _____		
Region Conference Committee #1 Name: _____			Comp if 1/40 allows		
Region Conference Committee #2 Name: _____			Upgrade at conference rate		
Region Conference Committee #2: Name _____			Upgrade at conference rate		
Region Chair: Name: _____					
Keynote speaker Name: _____					Will be arriving late, do not release room
Board member visitor from out of region. Name _____					
Exec. Office visitor Name: _____					Please put lots of M&M's in room.