

## Accommodation Briefing Form

<b>SPORTS TEAM:</b>				<b>PAX:</b>	
<b>CONTACT PERSON:</b>					
<b>ARRIVAL DATE:</b>					
<b>CHECK-IN TIME:</b>					
<b>DEPARTURE DATE:</b>					
<b>CHECK-OUT TIME:</b>					
<b>NUMBER OF ROOMS REQUIRED:</b>					
<b>ROOM CONFIGURATION REQUIRED:</b>					
<b>FACILITIES AVAILABLE TO TEAM:</b> <i>Can you please confirm if you have any of these facilities available?</i>					
<b>PARKING REQUIREMENTS:</b>					
<b>DINING ROOM/TEAM ROOM:</b>					
<b>TEAM ROOM REQUIREMENTS/EQUIPMENT:</b>					
<b>TEAM ROOM MEETING TIME REQUIREMENTS:</b>					
<b>GAME DATES &amp; TIMES:</b>					
<b>TIMES FOR ROOMS TO BE SERVICED:</b>					
<b>ADDITIONAL INFORMATION:</b>					
<b>ROOMING LIST</b> <i>[To be supplied closer to date of stay]</i>					
<b>ROOM NO.</b>					
<b>ROOM NO.</b>					
<b>ROOM NO.</b>					
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