



3250 Henderson Road • Suite 103
Columbus • Ohio • 43220
614.442.1505 • Fax 614.442.1537
www.traveltymeinc.com

HOTEL ROOM RESERVATION CHECKLIST – VIRGINIA SKILLS

Before starting the reservation process, please make sure you have all the necessary information to complete the form. You cannot save the form and go back to it at a later date. You can print a copy of the completed form before you submit it to us. Remember that the form has not been submitted until you click the “Submit Reservation” button at the bottom of the last page. **Below is a list of what you need to know before starting the reservation:**

1. School Contact Information including school contact name, school address (NO PO Boxes), email addresses and phone numbers.
2. Advisor (or person who will be going on this trip) Contact Information including name, home address (NO PO Boxes), email address and phone numbers.
3. The number of rooms you will need. You will need to know the age of each student in your group in order to complete this section. Keep the following in mind when making your reservation:
 - Per SkillsUSA two people in one room are not guaranteed two beds. We always request two beds but it is not guaranteed. If you want to ensure that you will have your own bed you must request a single room and pay the single room package rate. Cots can be added to single rooms if two people are in the same room but there may be an additional charge for this. Single rooms are not guaranteed for students but we do our best to secure them upon request.
 - If you put three or four people in one room there will be only 2 beds so people will need to share a bed. Per Louisville Fire Codes, cots cannot be added to rooms that already have two beds in them.
 - If you are a pair and can share one bed you still must indicate that two people will be in the room and provide the pertinent information for each person. The hotel requires this for Fire/Safety reasons. You can indicate in the comments section that you can have one bed and it will be a king bed.
 - If you will room with someone from another school do not put their name in the reservation form blank. Instead list the name(s) and school(s) in the “room comments” field below the reservation fields. If you want us to find a roommate for you we will try but this is not guaranteed.
 - We do our very best to secure the room type that you request. Each state is allotted so many rooms and room types and we work hard to ensure that you get what you need but we must work within the guidelines set for us.

Once you submit your reservation request you will receive an email stating that it has been sent to Traveltyme. A confirmation/invoice will be emailed to you later. When mailing checks be sure to indicate the school name in the memo section. **At this time we do not accept credit cards.**