

Important Notice:
The Christmas Party has been moved to:
Columbus Convention & Trade Center - 801 Front Avenue, Columbus, GA

Room Reservations will remain at the Hilton Garden Inn

2015 Party Reservation Request

Fax this form to Mona Carter @ 706.562.0325
No later than November 23 to confirm reservations

Office Location: _____ Manager: _____

The following people will attend the Christmas Party and will not need room reservations:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Notes:

- Managers should coordinate reservations with their employees and send in one reservation sheet per office.
- Everyone will be required to check-in at the registration table to obtain their name badge and drink tickets (2 per person).
- **For those out of town guests requiring a hotel room, please note that the hotel will require you to have a credit card upon check-in to cover incidentals (room service, phone, etc). This is standard hotel policy. R&D pays for room and tax only.**
- If a hotel reservation is made and not kept, the cost will be charged back to you. Make sure there are no unnecessary reservations.
- Managers will be responsible for their employees and their employees' guests. Please ensure that everyone is aware that this is a corporate event and inappropriate behavior will not be tolerated.