

## Hotel Request Form

The NEW Partnership for Children and Families makes all hotel room arrangements for those who are under contract to conduct training or business for the NEW Partnership. In order to assure that accommodations are made for you, please complete the following information and return to Liz Hessler as described below. If you have any questions, please contact Liz Hessler, Program Assistant, at 920-465-2724.

Name: \_\_\_\_\_

Training Title: \_\_\_\_\_

Training Location: \_\_\_\_\_

Training Dates: \_\_\_\_\_

Dates you will require hotel accommodations: \_\_\_\_\_ Check out date: \_\_\_\_\_

**No lodging requirements are needed**

Do you prefer a smoking or non-smoking room? (check one)  Smoking  Non-Smoking

Bed size preference (**will accommodate if available at the state rate**) (check one)

King

2 Queens

2 Doubles

Identify any special needs or additional information we should be aware of: \_\_\_\_\_

Please Return **1 Month** Prior to the Event to:

Liz Hessler  
NEW Partnership for Children and Families CL750  
University of Wisconsin – Green Bay  
2420 Nicolet Drive  
Green Bay, WI 54311-7001  
FAX: 920-465-2961

Office use only	Location	Phone number: _____	Rate: _____	Contact person _____
Confirmation #:	_____	Date: _____	HRF received date: _____	_____