

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: Rose Johnson

Training Title: Separation Placement and Reunification

Training Location: Liberty Hall, Kimberly

Training Dates: 05/02/06 05/03/06 05/04/06 _____

Dates you will require hotel accommodations:
05/01/06 05/02/06 05/03/06 _____

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 Confirmed w/ _____ Date Confirmed _____ Rate: _____ Received HRF on: _____ Confirmation #: _____ Emailed confirmation to trainer: _____
