

ACSA LEADERSHIP ASSEMBLY – October 17, 2019  
Doubletree Hotel, Santa Ana Orange County Airport  
201 East MacArthur Blvd., Santa Ana, CA 92707

**HOTEL RESERVATION FORM FOR THE EVENING OF  
Wednesday, October 16, 2019**

*Please submit this form by Friday, September 20, 2019, to guarantee that a room has been reserved for you. You will receive an email from the ACSA office confirming that your lodging form has been received. If a room reservation is submitted to us and you are not able to attend, you must cancel your room reservation at least 24 hours in advance to prevent one night's lodging being billed to your region.*

**EACH delegate MUST turn in an individual form.**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ARRIVAL DATE \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**Wednesday night dinner:**

I will  / will not  be attending the Leadership Assembly dinner on Wednesday night Oct. 16, 2019.

**Please check your room preference and complete the roommate request, if applicable.**

Twin Occupancy (Share room with another delegate - separate queen beds.)

Roommate's Name \_\_\_\_\_

**Be sure this individual ALSO TURNS IN A FORM.**

ACSA may determine roommate (**If ACSA is unable to determine a roommate, guest will be charged the single occupancy rate**). Please be sure to meet the deadline at the bottom of this form.)

Single Occupancy (no roommate)

I will incur the charges of \$87.50 per night, plus tax, to be paid upon checkout.

Double Occupancy

Guest/Spouse Name \_\_\_\_\_

I will incur the charges of \$87.50 per night, plus tax, to be paid upon checkout.

No lodging required.

Smoking

Non-smoking

This form must be submitted by **Friday, September 20, 2019**, to guarantee you have a room reservation at the Doubletree Hotel, Santa Ana Orange County Airport, 201 East MacArthur Blvd., Santa Ana, CA 92707

Send to the ACSA Sacramento Office, **1029 J Street, #500, Sacramento, CA 95814. FAX: (916) 596-9538. Attention: Naomi Blache, nblache@acsa.org.** All reservations are made on a guaranteed basis. Any changes/cancellations must be phoned to ACSA Sacramento office at **(916) 444-3216 or (800) 890-0325.**