

NC HOSA Information Sheet/Check List 2025

- Hotel Provided Excel List
- Fill out excel sheet (All Columns need to be completed or this will cause delays in your list being inputted and an invoice being generated)
 - INDICATE ADULTS- (list “**ADULT**” next to the first name in the first name column; example- JOHN ADULT)
 - NOTATE SINGLE OCCUPANCY ROOM-Room Type must be listed as KING
 - Double Occupancy Rooms w/ KING listed at the room type, it will be assumed that guests are okay sharing room
 - SUITE OR PARLOR REQUESTS-notate in Room Type
 - Indicate Special Requests as needed- We will try to accommodate all special requests but they are not guaranteed
- Double Check your spreadsheet to make sure all columns are filled out
- Email to (will be added in February)
 - Lists will be processed in the order they are received.
- Please allow **ONE** business week for your list to be processed.
 - Full payment for all rooms is ***not required, but requested*** once an invoice is generated. Payments received prior to arrival will ensure a quicker check in process.

Deadlines for your Rooming List

- **Wednesday, February 5, 2025- Reservations Open:** lists received before this date will not be processed
- **Wednesday, February 19, 2025 – Reservations Close:** Any lists received after this date will be accepted at the hotel’s discretion and based on availability.
- **Thursday, February 20, 2025- Submission for Rooming List Changes Open:** Changes sent before this date will not be processed. Please consolidate changes into **one** email per week. Multiple emails per week might cause confusion and incorrect changes to be made.
- **Friday, February 28,2025- Final Day for changes to be submitted that will impact the total on the original invoice. We cannot guarantee an updated invoice can be sent in time for schools to have a check submitted for the correct amount if changes are made after this date.**

We look forward to welcoming your school to our hotel for another fabulous year! We kindly ask that you follow the check list and keep in mind the deadlines provided. This will help the hotel get you the information you need as quickly as possible.

Thank you!

Sheraton Greensboro Hotel Koury Convention Center

