

◆ **Making Reservations**

Have the following information ready when you call the hotel (*phone number on page 1*).

Arrival *day and date* _____ Departure *day and date* _____

Name _____

Address _____

City/State/Zip _____

Phone _____

Specify if for handicapped: ____ >> All rooms are non-smoking.

Credit Card: VISA - Master Card, etc. _____

Credit Card Number * _____ Expiration date * _____

Name as it appears on the credit card * _____

* → You may prefer **not to write** those details above. ←

◆ **Calling the hotel reservation office** — *Hotel staff says “any time” is okay.*

Advise them you are with the Wingfield Family Society for the June meeting.

Verify the **room rate** while on the phone. Record it here: \$ _____

Get your **confirmation** number. Record it here: # _____

Record here the day, date, and time of making your reservation,
and also *the name* of the hotel staff member you talked with:

the day _____; the date _____; the time _____;

and the **name** of the hotel staff member _____.

- ◆ Ask about **cancellation** rules or dates and any questions you have. *Record* the details here.
Also here (*or -?-*) carefully note *phone numbers* and *emails* you may wish to have with you.

◇◇◇ Bring this sheet with you
to Texas ... and remember:

♪ *Allons-y!* ♪ *Nous allons!*



“Deep within my heart lies a melody,
... my rose, my rose of San Antone.”

