Conference Housing [illegible]

[illegible]

- This form amends the number of participants and staff [illegible] th submitted on your Reservation Request Form (and/or confirmed with the Pre-[illegible] Invoice) with USA Conference Housing.
- [illegible]
- Total participants = participants + staff [illegible]
- The entire form should be completed.
- This form must be submitted to [illegible] **seven (7) business days prior to your arrival** on USA's campus. *Please note that the day your*
- [illegible] 7 days before your arrival, you will be billed for either (1) [illegible] pre-[illegible] OR (2) the actual head and room counts, [illegible].

Conference Name: _____ _____

Conference Dates: _____ _____ to _____ _____

Primary Contact: ___ _____

Contact Phone Number: _____

Guaranteed Head Count:

Number of participants	_____
Number of staff/chaperones/supervisors	_____
Total	_____

I, _____ _____ ____, understand that this Guaranteed Count Form amends the number of participants and staff recorded on the [illegible] conference invoice. [illegible] Housing [illegible] Count *(above)* signifies the minimum amount of participants and staff that this conference will be charged for. I [illegible] that the [illegible] on this form is subject to approval by [illegible].

Contact's Signature: _____ _____ _____ ____ _____ Date: _____ _____ ___

Please return via mail, fax, or [illegible] to:

USA Conference Housing
251 Delta Loop [illegible]
Mobile, AL 36688
Fax: 251-460-6143
conferencehousing@southalabama.edu