



35th International Convention

May 24-29, 2006

Walt Disney World® Resort, Florida

Instruction Checklist

To ensure that your documents are in order and to avoid any delay in processing, please review this checklist prior to filling out and mailing your hotel reservation & pre-registration forms.

	1. All information must be printed in ink or typed.
	2. Please make sure spelling of the delegate's name is correct, as this information is used to prepare delegate badges and update database. (Please check with delegate.)
	3. DO NOT use local or council address. The address provided is to avoid duplication in the database and to mail updated information.
	4. All delegates and guests MUST register. Make a copy and fill out a separate registration form with complete information for each person.
	5. If you DO NOT need housing, fill out and return the convention registration form ONLY to the national office with appropriate payment.
	6. If housing is required, fill out hotel reservation form as well as convention registration form and mail to the Disney's Contemporary Resort Group Reservations with appropriate payment. No hotel reservation will be processed without convention registration.
	7. No personal checks or government vouchers will be accepted. All fees for CBTU convention registration, women's luncheon, gospel concert, and membership dues must be paid by union check, traveler's check, money order or cashier's check payable to CBTU.
	8. Personal checks (payable to CBTU Housing Bureau) and credit cards are accepted for hotel deposits only!
	9. You will need two (2) separate payments: one (1) for convention registration and one (1) for hotel registration. Please DO NOT fax convention registration or hotel registration forms to CBTU or the housing bureau. You are NOT registered if we DO NOT receive payment.
	10. Only one (1) hotel room maybe reserved per delegate/guest convention registration.
	11. Hotel cancellation penalties apply. See hotel reservation form.