



37<sup>th</sup> International Convention  
 May 21-26, 2008  
 St. Louis, Missouri

## 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. <u>DO NOT</u> 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 <u>MUST</u> register. Make a copy and fill-out a separate registration form with complete information for each person.
	5. If you <u>DO NOT</u> need housing fill-out and return the convention registration form <u>ONLY</u> to the national office with appropriate payment.
	6. If housing is required fill-out hotel reservation form and mail to the Renaissance Grand. The convention registration form should be mailed to the CBTU National Office.
	7. <u>Convention Registration Deadline is April 11</u> . A Late registration fee of \$50 <u>MUST</u> be included to any registrations received after the deadline.
	8. <u>No personal checks or government vouchers will be Accepted</u> . 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.
	9. <u>Personal checks or Money orders</u> (made payable to Renaissance Grand) and <u>credit cards</u> are <u>Accepted</u> by the hotel as form of payments by the hotel.
	10. Please <u>DO NOT</u> fax convention registration or hotel reservation forms to CBTU. You are <u>NOT</u> registered if we <u>DO NOT</u> receive payment.
	11. Only one (1) hotel room may be reserved per delegate/guest convention registration.
	12. Hotel cancellation penalties apply. See hotel reservation form.

