



2019 Grand Nationals Championship Housing Timeline

GRAND NATIONALS

March 1st, by 5:00 pm EST – GRAND NATIONALS PERFORMANCE DAY AND TIME COMMUNICATION

All Grand Nationals applicants will receive their performance date and time or wait-list status via email. Included will be the Housing Guide and link to the Grand Nationals Housing Preference Form.

Housing Guide: Document presented for use and information that details hotel options including price, location, amenities, and availability.

Grand Nationals Housing Preference Form: Online form that every participating group must complete. This form will allow groups using hotel properties to submit their property preference, room block size and details (number of rooms/room type), and amenities desired. Submission of a Housing Preference Form does *not* guarantee assignment to a preferred hotel.

March 30th, 11:59 pm EST – GRAND NATIONALS HOUSING PREFERENCE FORM DUE

Housing Preference Form for bands that have a Grand Nationals performance date and time is due for initial housing placement. All groups who submit by the March 30th deadline will receive equal consideration. Group rooming lists are NOT due at this time, only the number of rooms you anticipate needing. Your final rooming list will be due 45 days prior to your arrival date. If your band wishes to have student family and/or friends travel with the group, those rooms should be accounted for when submitting your housing preferences (include the additional family rooms you anticipate needing).

By April 16th, the Housing Bureaus Administrator (cmcglobal) will acknowledge that they have received your housing request, inform you of assigned housing, and/or update you on the status of your request.

Groups that submit preference forms after April 15th will be assigned on a case-by-case basis. Upon receiving a Housing Preference Form, such groups will be contacted by cmcglobal within seven business days to acknowledge receipt and make an assignment and/or inform you of your status.

By April 30th – COMMUNICATION REGARDING STATUS

It is MFA's and the Housing Bureaus Administrator's goal to have assigned housing to all bands that provided a Housing Preference Form by March 30th, however, a housing placement by the aforementioned date is dependent on several factors and therefore not guaranteed. Unassigned bands will receive weekly updates from the Housing Bureaus Administrator until their housing assignment is complete.

Any group that enrolls after May 15th will be communicated within seven business days to review or assign their housing request. After your initial acknowledgement, groups will be communicated with on a weekly basis until your housing is assigned.

Post March 30th Submissions

Reminder: Groups that submitted after March 30th will be assigned housing on a case-by-case basis. After your initial acknowledgement, groups will be communicated with on a weekly basis until your housing is assigned.

June 1st – September 1st: Remaining Unused/Unneeded Contracted Rooms Made Available for Individual Bookings (See text block below)

Remaining contracted hotel inventory (not needed or used by groups) will be made available to individuals by September 1. Availability will be updated periodically on a case-by-case basis for each property. Please note, the housing bureau cannot guarantee spectator blocks will be available at every property. We encourage individuals to continue to use the housing portal, as those reservations will still help benefit the programs that Music for All offers and are available at MFA's contracted group rates. Please refer friends and family to www.boahousing.com for real-time updates to housing availability.

By September 1st

Our goal is to have the entire group housing process completed by September 1, barring any groups with special placement difficulties, with which the Housing Bureaus Administrator will continue to communicate with (at least weekly) and work to resolve as quickly as possible.

Individual Hotel Room Booking: The goal of the housing bureau is to provide all participating bands and booster/parent groups discounted room rates and those needs will be met first and foremost. Should there be remaining hotel inventory, it will become available once band needs at a specific hotel are met. No individuals attending any Bands of America event are required to utilize the Housing Bureau. However, these rooms may afford you better pricing, but limited availability, specifically in downtown areas. Remaining hotel inventory (guest rooms) may be made available to individuals at the discretion of the BOA Housing Administrator.

NEXT STEPS FOR GRAND NATIONAL HOUSING

Review the information above alongside the 2019 Grand National Housing Guide (attachment A) and City Map (Attachment B). If your band should receive your Grand Nationals Preliminary performance information, you may begin to fill out the Housing Preference Form by using the link below. This information can also be found on Music for All's website by going to www.musicforall.org and searching "BOA Housing Bureau."

Housing Preference Form:

<https://mfa.formstack.com/forms/gnhousing>

ALL PARTICIPATING BANDS MUST RESPOND AND SUBMIT THE FOLLOWING (REGARDLESS OF WHETHER OR NOT YOU WILL NEED/USE HOTEL HOUSING). RESPONSES RECEIVED ON OR BEFORE APRIL 15th (11:59 PM EST) WILL RECEIVE PRIORITY PLACEMENT.

Once your group has been placed at a hotel, cmcglobal will send a booking authorization to your group that allows them to book rooms at that property on each your behalf. You will then receive an email confirmation from cmcglobal and their housing system (one email per each room type booked – king, double/double). These confirmation emails will serve as your reference for further housing accessibility:

- Access to the online housing portal where you are able to manage your rooming list and see housing details specific to your group
- Submission of rooming list (due 45 days prior to your arrival) via the online housing portal
- Additions can be made anytime leading up to the event as long as the hotel has the availability.
- You may cancel rooms from your reservations at any time prior to 45 days from your arrival. However, reducing your block by more than 20% could incur a penalty.

Should you have changes to your housing after you are placed in a hotel, those should be communicated with cmcglobal directly up until the week of your arrival. Once you are within a week of arrival, you may contact the hotel directly with any changes.

Cancellations: Please note, cancellation of your booking will need to be made with cmcglobal; please do not cancel with the hotel directly. Cancellation of individual rooms (i.e., a couple of rooms within the block, not the entire booking) is dependent on each property but a good rule of thumb is to make your request at least 72 hours prior to arrival. Please contact cmcglobal if you have any questions regarding cancellation.