



## 2021 Super Regional Championships Housing Timeline

### **SUPER REGIONAL CHAMPIONSHIPS** **(ST. LOUIS, INDIANAPOLIS & SAN ANTONIO)**

#### **April 30th, by 5:00 pm EST – SUPER REGIONAL PERFORMANCE DAY AND BLOCK TIME COMMUNICATION**

All Super Regional Championship applicants will receive their performance day and block time or wait-list status via email. Included will be the Housing Guide and link to the Super Regional Housing Preference Form.

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

Super Regional 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.

#### **May 29th, 11:59 pm EST – SUPER REGIONAL HOUSING PREFERENCE FORM DUE**

The Housing Preference Form for bands that have been assigned a Super Regional preliminary performance date and time is due for initial housing placement. 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 June 19th, 11:59 pm EST – COMMUNICATION REGARDING HOUSING ASSIGNMENT OR STATUS UPDATED**

By June 19th, the Housing Bureaus Administrator (cmglobal) will acknowledge that they have received your housing request, inform you of assigned housing, and/or update you on the status of your request if housing cannot yet be assigned.

Groups that submit preference forms after May 29th will be assigned on a case-by-case basis. Upon receiving a Housing Preference Form, such groups will be contacted by the Housing Bureau Administer within seven business days to acknowledge receipt and make an assignment and/or inform you of your status.

#### **By July 13th– GOAL FOR COMPLETION OF HOUSING ASSIGNMENTS OR STATUS UPDATE**

It is MFA's and the Housing Bureaus Administrator's goal to have assigned housing to all bands that provided a Super Regional Housing Preference Form by April 28<sup>th</sup> completed on or before June 5th. If unassigned bands remain, they will receive weekly updates from the Housing Bureau Administrator until their housing assignment is complete.

Any group that enrolls after July 13<sup>th</sup> will be communicated within seven business days to assign housing or review the status of their request. Thereafter, unassigned groups will be communicated with on a weekly basis until your housing is assigned.

### **Post May 29th Request for Housing**

Reminder: Groups that submit Housing Preference Form after May 29<sup>th</sup> 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 assignment is complete.

### **After August 1<sup>st</sup> – Remaining Unused/Unneeded Contracted Rooms Made Available for Individual Bookings (See text block below)**

The Housing Bureau Administrator will begin releasing for individual booking remaining unused or unneeded hotel room under contract to Music for All. Such releases will be made at the discretion of the Housing Bureau Administrator.

### **By September 1<sup>st</sup>**

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 Bureau Administrator will continue to communicate with (at least weekly) and work to resolve as quickly as possible.

All remaining contracted hotel inventory (not needed or used by groups) will be made available to individuals by September 1. Availability will be updated periodically. We encourage individuals to continue to use the BOA Housing Bureau portal, as those reservations will still help benefit the programs that Music for All offers and are available at MFA's contracted group room rates.

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 SUPER REGIONAL HOUSING (ST. LOUIS, INDIANAPOLIS & SAN ANTONIO)**

**ALL PARTICIPATING BANDS WILL NEED TO RESPOND AND SUBMIT THE HOUSING BUREAU PREFERENCE FORM (REGARDLESS OF WHETHER OR NOT YOU WILL NEED/USE HOTEL HOUSING). THIS FORM WILL BE SENT TO YOU YOU'RE YOUR DRAW TIME. RESPONSES RECEIVED ON OR BEFORE MAY 29<sup>TH</sup> (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.