



2024 FALL HOUSING BUREAU INFORMATION



Music for All (MFA) is committed to providing, maintaining, and operating a fair and equitable housing system that is transparent to participants. The Bands of America (BOA) Housing Bureau has been set up to allow MFA to secure and assure the availability of hotel rooms at the lowest/best available large group pricing while accommodating *all* the needs of *all* participating bands.

Music for All uses an outside partner, cmcglobal, to work with BOA Participants and local hotel properties to coordinate and secure your hotel stay.

Bands of America Housing Bureau Policy

All competing and exhibition bands and their booster groups utilizing hotel accommodations for their stay during the following events are **REQUIRED** to make their hotel reservations through the BOA Housing Bureau. **Bands that violate this policy will not be permitted to perform and forfeit all enrollment fees.**

- Grand National Championships
- St. Louis Super Regional Championship
- Indianapolis Super Regional Championship
- Ballad Health East Tennessee Regional Championship

**For policy purposes a “booster group” is defined as a group of parent/boosters who consolidate and make collective hotel sleeping room arrangements.*

Why a Housing Bureau?

BOA operates multiple large scale “city-wide” events that are held in large and popular convention communities like Indianapolis and St. Louis which often occupy almost half the inventory of suitable hotel accommodations.

Music for All works with these cities years in advance to secure the event venues and adequate housing. We make educated and informed estimates concerning event enrollment and the dynamics of housing needs, such as where participants come from, number of rooms needed and hotel preferences. The commitments we make are firm contracts with monetary guarantees for use of and payment for contracted venue space and sleeping rooms (called attrition clauses). In essence, our 2024 Fall participants are filling guest rooms contracted as early as 2019.

Our commitments ensure availability of adequate rooms while securing hotel commitments to offer the city’s best available or discounted group-housing options for bands and booster organizations, rather than higher “surge” pricing and hotel room holdbacks. It also demonstrates a measurable component to maintain and prove the value for local communities where our events take place. Showing the value of hotel business in these locations allows the local community to feel confident in their commitment to lease stadium and convention facilities to Music for All annually.

Does Music for All benefit financially from operating a housing bureau? Yes.

MFA’s negotiated hotel rates include modest financial support and commissions from participating hotels intended to support the overall operations, administrative investment, and assumed contractual risks. MFA is a 501(c)(3) authorized “not for profit” organization. As such, all revenues, be they earned or contributed *must* be used to support our mission and in compliance with Federal and state laws and regulations governing non-profit organizations.

Additional revenues gained from events, sponsorships, grants and gifts support and help to fund our “vision” related programs that advocate for music education. They make it possible to support programs and projects that offer teacher, future music teacher, parent/booster, and student development and access to underrepresented and underserved communities and to advance generally the “cause” of scholastic music education. Without these resources, our commitments would not exist or only be offered at substantially higher fees.

THE HOUSING BUREAU PROCESS

All participating bands are REQUIRED to fill out a Housing Preference Form, including groups choosing to not stay at a hotel (i.e. staying at a school/church or are local/driving in and out for the event).

The process of placing bands in hotels is, in essence, a jigsaw puzzle. The Housing Bureau does not guarantee placement at your preferred hotel, but they meet as many preferences as possible. External elements such as hotel availability and existing contracts are the main factors in the ability of meeting participant needs and satisfying hotel obligations. When information is received from bands or parent/booster groups, the following criteria are taken into consideration when assigning hotels:

- **Length of Stay:** The most difficult groups to place are those only staying one-night. If you are only staying for one night, it may require more time to place you and pair your accommodations with other participants and MFA contractual obligations.
- **Location:** Downtown versus Suburban Hotels (see Hotel Reference Guide attachment for further classification of hotels)
 - Downtown hotels: The price-point is higher and the availability is influenced by higher demand between bands and other group and individual business demand at downtown hotels.
 - Suburban hotels: They will have a lower price-point but limited room-type availability (larger groups may need to be separated between multiple (but neighboring) hotels or may be asked to be flexible with room types).
 - NOTE: There is no performance “flow” advantage to choosing a downtown hotel. All bands *will* enter the show flow the same way, regardless of weather, and as outlined in the Important Event Procedures for the event.
- **Full-Service versus Select-Service Hotels**
(see Hotel Reference Guide for further detail and what is included at each hotel)
 - Full-service hotels offer on-site restaurants, room service and generally higher room rates. (i.e. JW Marriott, Westin, Hilton, Hyatt, Omni)
 - Select-service hotels have limited amenities and generally have a lower or complimentary parking charge. The room rates are generally lower as they offer fewer amenities. (i.e. Hampton Inn, Courtyard by Marriott, et al)
 - NOTE: ALL downtown hotels, regardless of full-service or select-service, charge for parking.
- **Number of Hotel Rooms: One property versus multiple/neighboring properties:**
The number of available rooms at each hotel cannot always accommodate an entire group. As bands grow in size, it is becoming more and more common for groups to be split between two neighboring hotels. This is especially common in suburban hotels where there is less room availability.
- **Other decision-making factors**
 - There are limited downtown hotels that will offer complimentary breakfast. There are more properties that offer breakfast at an additional cost.
 - Consider parking and bus parking as you fill out the housing preference form. Suburban properties will generally have room to accommodate buses and trucks at little to no additional cost. Downtown hotels will not be able to accommodate buses and will charge for

overnight vehicle parking. Parking may be a greater distance from your hotel than suburban choices.

- Hotel room rate taxes can be referenced on the Housing Guide.
- **Group travel planners and tour companies do NOT receive priority placement.**

THE HOUSING BUREAU TIMELINE

Below is a timeline for the Housing Bureau process. The goal is to make these deadlines, however, in certain case-by-case situation, difficulties placing groups may alter the timeline.

	Grand National Championships	St. Louis and Indianapolis Super Regional Championship	Ballad Health East Tennessee Regional Championship
Initial Performance Time Communication	No later than March 1, 2024	No later than March 30, 2024	No later than April 30, 2024
Housing Information and Form Available	March 15, 2024		
Housing Preference Form Due	May 30, 2024 at 11:59pm EST EVERY Participating Group must complete the Housing Preference Form. All groups who submit by the deadline will receive equal consideration. Groups that submit preference forms after the deadline will be assigned on a case-by-case basis. Upon receiving a Housing Preference Form, groups will be contacted within seven business days to acknowledge receipt and make an assignment and/or inform you of your status. Group rooming lists are NOT due at this time – only the NUMBER of rooms you anticipate needing. Include any additional family/friends and bus driver rooms you anticipate needing. Your final rooming list will be due 45 days prior to your arrival date.		If you are using hotel housing, you must stay a minimum of ONE night at a Bristol, Kingsport, or Johnson City hotel property. There is no form submission – hotel properties, prices and contact information will be provided.
Initial Communication	July 12, 2024 The goal is to have housing assignments released for all bands that submitted their form by the initial deadline. However, a housing placement is dependent on several factors and this timeline is not guaranteed. Unassigned groups will receive frequent updates from the Housing Bureau until the housing assignment process is complete.		Contact Hotel Directly
Housing Process Complete	September 1, 2024 The 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 and work to resolve as quickly as possible.		N/A
Individual Room Booking	September 1, 2024 - All remaining contracted hotel inventory (not needed or used by groups) will be made available to individuals. 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.		N/A

Next Steps:

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.

Room 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. Email housing@musicforall.org or call 317-635-4755.

Questions?

Now that you've been introduced to the "what, why and how" regarding Bands of America's Housing Bureau, our hope is that this will continue to result in a better housing experience and success to your group. In keeping total transparency throughout this progression, we openly accept feedback. Feel free to reach out to us as often as you'd like regarding your experience as you continue through the process. Thank you for your continued effort, time and partnership in helping us provide positively life-changing experiences through.

Email us at housing@musicforall.org or call 317-635-4755