



February 27, 2006

Dear SkillsUSA Advisor:

Greetings! Thank You for registering for the 2006 SkillsUSA–Arizona Championships. As the official conference hotel the Wyndham extends their wishes for a great event to our members. The hotel management expects all SkillsUSA conference attendees to act in a professional manner. I support the hotel in their efforts to maintain a comfortable environment for ALL hotel guests.

By following basic social and business etiquette, your students will have a pleasant experience. Additionally, if you're using the Professional Development Program, published by SkillsUSA, Inc., the following section addresses Social Etiquette in a classroom lesson format:

- *Professional Development Program*, Level 2.8: Social Etiquette

The SkillsUSA–Arizona office has implemented new security measures to ensure a pleasant stay for all attendees. Following check-in, your room number and the room number(s) of your student(s) will be available to a designated staff member 24 hours per day. In the event that your student(s) are in need of your immediate attention, our staff will be able to quickly contact you.

The 2005 attendees did a great job acting professionally and no hotel damage was reported to our office. (We did have some incidents with hotel damage and inappropriate student conduct at the 2003 conference.)Your students' behavior is critical to future events at the Wyndham.

Thank you and I look forwarding to seeing you at the conference!

Sincerely,

A handwritten signature in blue ink, appearing to read "SRS", is written over a light blue horizontal line.

Scott Soldat
Director



STUDENT CONDUCT AT WYNDHAM HOTEL

It is the policy of the Wyndham Regency Phoenix to require that all SkillsUSA hotel guests agree to and abide by our code of conduct.

CHAPERONES:

The Hyatt Regency Phoenix requires that a minimum of two (2) chaperones staying as guests of the hotel be accessible 24 hours a day to address student issues. As a guideline, the hotel requests that a ratio of one (1) adult to each ten (10) students/guests be maintained.

DRESS CODE:

The Hyatt Phoenix requires that guests be properly attired when in public areas of the hotel. This means shirts and shoes must be worn, particularly in the lobby, restaurants, and public meeting rooms along with other appropriate attire.

BEHAVIOR:

Remembering that there are other hotel guests not associated with the youth group, loud yelling, abusive language, running in the hotel, and discourteous conduct towards other hotel guests will not be tolerated.

GUESTS ROOM OCCUPANCY:

The Hyatt Phoenix requires that there be no more than four (4) students per guest room. This is not only a policy of the hotel, but a fire regulation in the City of Phoenix.

CURFEW

Curfew for SkillsUSA-Arizona is 10:30 PM. Any students found in the halls, without their advisor, will be subject to eviction from the hotel.

SECURITY

SkillsUSA-Arizona may have additional uniformed and non-uniformed security personnel patrolling all appropriate areas of the hotel. Any conduct that involves students behaving inappropriately will result in a consultation with the responsible Advisor.

HEALTH CLUB/POOL:

The health club is open 5am – 10pm. Guests must be 18 years of age or accompanied by an adult to utilize the Health Club. The pool and spa are open from 7am - 10pm. No guests are allowed in the pool area and health club after posted hours.

PROPERTY DAMAGE:

Any damage to hotel property or missing guest room items will be reviewed with the meeting planner to determine where appropriate charges are to be billed. ***AS THE ADVISOR OF YOUR STUDENTS, AND A REPRESENTATIVE OF YOUR DISTRICT, YOU ARE RESPONSIBLE FOR THE ACTIONS OF YOUR STUDENTS.*** Any damage to guest rooms will be the sole liability of the occupants and the responsible Advisor.

Failure to adhere to the hotel's student conduct guidelines can result in the student/guest being evicted from the hotel after appropriate consultation with the SkillsUSA-Arizona staff.

Instructions/Info

- **RESERVATION CUT-OFF:** Friday March 10, 2006
- Each advisor is responsible for payment directly to hotel. (No Purchase Orders) Checks can only be used if rec'd by April 1, 2006.
- **THIS FORM MUST BE RETURNED TO THE WYNDHAM HOTEL.** Fax (602) 333-5181
- Wyndham, 50 East Adams Street, Phoenix, AZ 85004
Phone (602) 333-0000
- Room Rate \$99 per night (S/D/T/Q) plus tax
- **CANCEL POLICY:** 72 hrs. prior to arrival.

ADVISOR NAME:		
SCHOOL:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE (AREA CODE REQUIRED):	FAX (AREA CODE REQUIRED):	
CELL PHONE OR PAGER:		
E-MAIL:		
ARRIVAL DATE	DEPARTURE DATE	

FORMS OF PAYMENT (√)	
<input type="checkbox"/> VISA <input type="checkbox"/> M/C <input type="checkbox"/> AMEX <input type="checkbox"/> DISC	<input type="checkbox"/> Check (enclosed)
Card # _____	<input type="checkbox"/> Check (will arrive by April 1, 2006)
Exp. Date ____/____/____	<input type="checkbox"/> Cash (do not mail)
Signature: _____	

Room #	_____
ROOM TYPE	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad
	<input type="checkbox"/> Non-smoking <input type="checkbox"/> Smoking

Room #	_____
ROOM TYPE	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad
	<input type="checkbox"/> Non-smoking <input type="checkbox"/> Smoking

Last Name	First Name

Last Name	First Name

Room #	_____
ROOM TYPE	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad
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