Music Travel and Tours
ON-LINE ROOMMATE ASSIGNMENT FORM
(818) 597-9966 phone (818) 597-9968 fax

INSTRUCTIONS:

1. Download this form, fill it out, and send or fax to MTT – this form cannot be submitted on-line.
2. Please type or print the first and last name of each person in the appropriate space(s) below.
3. Please be sure to assign 4 students per room and 2 adults per room. Print this form twice if more space is needed.
4. THIS FORM MUST BE RETURNED TO MTT NO LESS THAN 6 WEEKS PRIOR TO YOUR GROUPS' TRIP DEPARTURE DATE. Room space cannot be guaranteed if not returned by due date.
5. When completed, return this form to Music Travel and Tours (see below)

MAIL: Music Travel and Tours, 31763 Foxfield Drive, Westlake Village, CA 91361
FAX: (818) 597-9968 Email: info@musictravelandtours.com

(PLEASE NOTE: NO ROOM CHANGES ALLOWED 2 WEEKS PRIOR TO TRIP)

ROOMING LIST FOR GROUP: _____Destination:_____

Chaperone Room Assignments (Two per room)

ROOM #1	-Tour Director	**ROOM** #3	-Chaperone
			-Chaperone
ROOM #2	- Chaperone	**ROOM #4**	-Chaperone
	- Chaperone		-Chaperone

(Not all hotels will allow 5 students to a room. If 5 are allowed, the hotel will add a roll-away to the room.)

Student room assignments (Four per room) - Read horizontally

room	student	student	student	student	student

SPECIAL INSTRUCTIONS TO HOTEL:_____