Rooming List Form Instructions:

These instructions can also be found on the Rooming List Form.

Use this form to submit your rooming list (see examples in green, pink and blue on the form).

The first name listed on each line will be considered the lead name for that room - per the hotel's request.

Make sure to indicate Room type, Adult/Youth and Gender.

Line 13 is an example of a basic Quad.

Line 14 is an example of a Quad where roommates from another parish will be assigned. Note that a "Q" is the room type.

Line 15 is an example of a Double where an Adult roommate from another parish will be assigned. Note that a "D" is the room type.

Starting with line 16, type in each name or use the list provided and drag (or cut and paste) each name into the rooming list. It is recommended that you drag or cut and paste in order to avoid typos.

A note on Triples:

Our fee is based on lodging with quad occupancy and in limited cases triple occupancy.

When arranging rooms, all efforts must be made to fill a room with 4 participants first.

When a Triple can be used, is best explained with examples:

- 6 female youth does not equal 3 in one room and 3 in another room.
- 6 female youth equals 4 in one room and 2 in another room - the 2 will have roommates from another parish assigned.
- 5 female youth can equal 3 in one room and 2 in another - the 2 will have roommates from another parish assigned.
- 3 female youth equals 3 in one room.

Please consult with Barb if you have any questions about Triples and she'll assist you with this.

On the form is a table of names created from your group’s Registration spreadsheet. You can drag (or cut and paste) the names into the rooming table. If there is a name missing or a name of someone that is no longer attending then you must contact Barb to update your registration list. The rooming list must match your registration list.

Once complete, SAVE this document to your computer and EMAIL IT AS AN ATTACHMENT BY SEPTEMBER 18th to butterworthb@davenportdiocese.org.