

Memo

To: Unit Presidents – Capistrano Unified Council of PTAs
From: Shelia Hennes and Gayle Paride, Convention Chairmen
Date: January 17, 2007
Re: Convention Housing and Dinners

We have received an advance copy of the Housing Reservation Form for the 2007 State PTA Convention and wanted to get it to you as soon as possible so that you can get a head start on planning your housing requirements. We still expect the complete registration booklet to arrive soon.

Be sure to read the form completely so that you do not overlook any aspect of the reservation process. Housing does not open until 8:00 a.m. on Thursday, February 1. **Any forms received before that time will delay your reservation process.**

If you are going to register on-line or via fax, you will need to use a credit card. If you decide to mail your form in to SCVB Housing, you can use a check (personal or unit). Although we don't have this year's information yet, in past years (may not apply this year), if you used a credit card to reserve a room the card was not charged but used as a guarantee and checks (sent via mail) were cashed at the time the reservation was made.

Just a reminder -- Our Capistrano Council dinner will take place the first evening of convention, May 3, at the Hyatt Hotel. The cost of our dinner is \$45 per person. The Fourth District dinner will take place the second evening of convention, May 4, at the convention center. The cost of this dinner is \$40 per person. The costs of both of these dinners are legitimate PTA expenses.

We will forward you more information as it becomes available.

Please feel free to call either of us if you have any questions.

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