Dear Coach:

You are cordially invited to participate in the **28th Annual** **KESDA Senior State Tournament, February 23-25, 2017.**  The tournament will be held at the Clarion Hotel (formerly the Holiday Inn-North) in Lexington, KY.

KESDA, the Kentucky Educational Speech and Drama Association, gives senior high students a competitive arena where they can apply the effective communication skills acquired in the classroom and coaching sessions. You’ve worked hard all year, and the **KESDA** **Tournament** is the ideal place for your entire team to share their best work with judges and competitors from across the state. This tournament provides your students with both an educational opportunity and an enjoyable weekend of competition and interaction with other schools, including a dance on Friday night (open to all competitors) and an Awards Banquet on Saturday evening.

A school may enter as many entries in each event as desired.  Only the top three in each event count toward team sweepstakes.  A student may enter a maximum of 5 events. **Please note that this number includes Group Interp**. No student may do more than 2 events in any given flight. Schools may enter no more than three Group Interpretation teams.  Student Congress and Public Forum Debate will also be offered.

The tournament will be held at the Clarion Hotel in Lexington.  We use motel rooms for the preliminary rounds.  Each school will be assigned their motel rooms and some of those rooms will be used during the tournament.  **If you have team parents who do not wish their rooms to be used for competition, they must make their own separate arrangements without any mention of KESDA.** They will be offered the walk-in room rate; those rooms will not be eligible for the KESDA discounted rate. **Make sure parents understand that if they book a room through your school to get the KESDA rate, then their room is open to use for competition.**

**EVERY TEAM MUST STAY AT THE CLARION, AND EVERY ROOM HOUSING A KESDA COMPETITOR MUST BE BOOKED AT THE KESDA RATE.** We are sorry if this causes inconvenience, but in the interest of fairness, we need all teams contributing rooms for competition. The exception to this rule will be any team from Fayette County. Individual exemption requests must be presented to the tournament directors, not the hotel staff.

Each school will have a minimum of one "safe room,” provided at least five rooms are reserved. Safe rooms will not be used for competition so that you can keep valuables in there or simply use this room as a gathering-spot for your students between rounds.  In the event that a school uses less than five rooms, we will attempt to have at least one of your rooms designated a safe room. \*\*Each school will be entitled to one late Saturday checkout room per five rooms rented. Late check out is 5:00 p.m.  From 5:00 until 6:30 p.m., 1/2-day rate will be charged.

Individual awards will be presented for 1st-6th place in each event, pentathlon and team sweepstakes.  **The 1st place student in each event will receive a check.** We also recognize the top, non-advancing novice in each event. Up to three team awards will be given for the “Greynolds Sweepstakes,” open to schools with twenty or fewer entries. The traveling trophy based on team efficiency is also awarded.

**Please note that we have changed some of the flights for this year in order to include a new event to KESDA this year: public forum debate.**

We look forward to seeing you February 23-25 at the **2017 KESDA Senior State Tournament**.

Sincerely,

Dr. Edward B. Smith & Betsy B. Smith

Executive Directors, KESDA

Georgetown College, 400 East College Street, Georgetown, KY 40324

1-859-492-9163; edwardbetsy@bellsouth.net; ed\_smith@georgetowncollege.edu

GENERAL INFORMATION

**ENTRIES**:  A student may enter no more than two events in each flight.   **Each student may enter a**

**MAXIMUM OF 5 EVENTS, including Group Interp.**  STUDENTS MAY ENTER ONE FLIGHT C EVENT AND STILL PARTICIPATE IN STUDENT CONGRESS. STUDENTS COMPETING IN PUBLIC FORUM DEBATE **MAY NOT** DOUBLE IN FLIGHT A

**FEES**:  $7.00 per entry.  $14.00 per Duo Interp, Improvisational Pairs, Public Forum Debate, and $7 for each student in the Group Interp

**JUDGES**:  Schools must supply one judge for every 6 entries or portion thereof.  There will be a $5.00 judge fee per uncovered entry.  For example, if the entry form contains 35 entries and you have 4 judges, your school is covering 24 entries with your judges.  Therefore, your school would have 11 uncovered entries. (35-24=11)  Since the fee is $5.00 per uncovered entry, your school's fee would be $55.00.  Duo and Improv Pairs count once in terms of computing the number of judges needed and twice for entry fees.

Reminder: Please take care to insure that all judges and chaperones at KESDA have passed background checks.

**A drop fee of $50.00 per judge dropped after February 16 will be assessed**. **Substitutions may be made**.

**Stand-by Judges:** Stand-by judges must remain in the judges’ area until all sections have been covered and announced by tournament directors.  Schools will be assessed $10.00 penalty per section for each stand-by judge who is not available when called.

**AWARDS**:  Awards will be presented to 1st-6th in individual events. First-Sixth Place schools will be recognized for Sweepstakes.  The top three entries, in each event, from each school will count toward sweepstakes throughout the State Tournament.  If you enter more than three, only the top three will count toward your sweepstakes points but all are eligible for individual awards.

**PENTATHLON AWARD:**  Students may enter a maximum of 5 events, however, they may not enter more than two events in each flight.  To compete, students must enter at least one event in each of the following areas:

**Limited Prep (LP)**:  Broadcasting, Extemp, Impromptu, Improv Duo, Student Congress, Public Forum Debate

**Original Prepared (OP)**:  Original Oratory, Informative

**Interp (I)**:  DI, Duo Interp, HI, Poetry, Prose, Storytelling, Declamation, POI, Group Interp

**DEADLINE**:  This year’s State Tournament registration will be on-line.  We will be using the “Joy of Tournaments” as the software for registration, scheduling and tabulation.  Once the website is live, the website address will be announced to all member schools via e-mail.  **Deadline for entries is 5 pm, February 15th.**

**ACCOMMODATIONS**:  Since the prelim rounds of the State Tournament will be held in the motel rooms, schools traveling to Lexington will stay in the Clarion Hotel.  We have received a special rate of $92 per room.  (Be sure to bring your tax exempt certificate to save the state tax. You will, however, be charged a 7.24% city tax.) The hotel is a beautiful facility with large rooms and warm southern hospitality.  If you wish to come in on Wednesday, or stay over on Saturday, you may do so at the same rate.  Please be sure to make your reservations as soon as possible and send a rooming list for both your students and adults to the hotel.  You will also need to send a copy of the rooming list to us with your entry form.  Please note that students cannot be reassigned to different rooms from those indicated on the rooming list that you provided to the motel.  We had some parents upset in the past due to the fact that their child was not in the room assigned on the school's rooming list and the front desk could not find the coach.  So, help us, help you, by keeping the rooming list in force!

The rooming list should be faxed to Bre Adams at (859) 231-9285. If you would like to email/scan the completed form, please send to badams@clarionhotellex.com. If you have questions, she can be reached by calling (859) 233-0512 Ext. 288.

**The deadline for your rooming list reaching the hotel is February 2.** After February 2, reservations will be subject to the prevailing hotel rates at the time of the request and are subject to availability at the time of booking.

**The deadline for canceling rooms without a charge is February 5th.**

If cancellation of an individual room becomes necessary, the hotel must receive notification by 4:00pm on the day of arrival for an individual sleeping room.

**Identification:**  Due to security concerns at the hotel and for easy identification of KESDA State Tournament participants by KESDA and hotel personnel, **ALL tournament participants** (contestants, coaches, judges, and chaperones) will be issued KESDA identification, which is to be worn **at all times** during the State Tournament. Contestants will not be allowed to compete without the identification being displayed.  This id will allow the student entrance to the dance.  Replacement ids will cost **$5.00** each and will be **sold only to the head coach** of that team member.  All Judges are requested to wear their identification while judging.

**MEALS**:  Meals are on your own except for the final activity of the tournament, which is an Awards Banquet on Saturday evening.  The banquet will be $14.00.  Refunds for cancellations will not be possible after **February 15th**.

**CHAPERONES AT THE DANCE:** We ask that each school provide a minimum of two chaperones at the dance.  If a school only brings one coach or parent, please let us know and we’ll make other arrangements.  Chaperones will be stationed at every entrance to the Balloon for the dance.  They will check to make sure that all dance participants have a KESDA ID, mingle throughout the Ballroom, and monitor the outside doors as well.  Please advise your students that if they are not at the dance, they must be in the pool area or in their rooms with adult supervision.  Chaperones will check ID’s at the door.  Chaperones will meet 10 minutes before the beginning of the dance.

**REGISTRATION PROCEDURES**:  As mentioned above, registration for the Senior State Tournament will be on-line at www.joyoftournaments.com.  Instructions will be included.  Your entry, judging fees, and banquet fees should be forwarded after you register your students on-line.  There is a “Financial Statement” at the end of this invitation that can be used to calculate your fees and return with your check, prior to registration or you may also pay, in full, at registration.  Your check for hotel accommodations will be processed by the hotel– it needs to be a separate check.

**MANUSCRIPTS DUE**:  **ALL MANUSCRIPTS OF ORIGINAL SPEECHES MUST BE SUBMITTED ELECTRONICALLY VIA EMAIL AS AN ATTACHED WORD DOCUMENT.** For each speech, a cover page stating that the speech is the original work of the student and must bear the signatures of both the student and the coach.  Manuscripts will be held on file in the KESDA office for five years. The cover page with signatures must still come in hardcopy form to Registration.

**DROPS**:  Drops of student events or judges after **5:00 pm, February 15th** will result in a drop fee of **$10.00 per drop**.  Slots dropped after 4:00 p.m. on Wednesday, **February 22nd** will be assessed a **$25 drop fee**. **Judges** dropped after **February 21** will be assessed a **$50.00 drop fee**.

**TAB ROOM STAFF:** As usual, the KESDA senior board members will be manning the tab room. In addition, we will be requiring each coach to work all of one flight in the tab room or at the ballot tables. We instituted this change in the name of fairness and so that every team can claim ownership of the running of the state tournament. At registration, each coach will be assigned a block of time to work during the tournament. If this presents a hardship, please contact the tournament directors.

## 2017 KESDA Senior State Tournament Schedule

**Thursday 23 February**

11:00-2:30 p.m.  Registration—Pre-function area/Clarion Hotel

4:00 Opening Assembly—STUDENTS, COACHES AND JUDGES

4:30  Round 1—Flight A (Prose, Declamation, Impromptu, HI, POI, Public Forum Debate)

5:30                  Extemp Draw (Claiborne)

6:00                  Round 1—Flight B (Extemp, DI, Informative, Improv Pairs, Story)

7:30                  Round 1—Flight C (Original Oratory, Broadcasting, Duo, Poetry)

8:00 Student Congress Session 1 (8-9:30pm)

9:00 Round 1—Group Interp

12:00                Curfew

**Friday 24 February**

7:30 a.m.           Continental breakfast for judges begins

8:00                  Round 2—Flight A

9:00 Extemp Draw (Claiborne)

9:30                  Round 2—Flight B

11:00                Round 2—Flight C, Student Congress Session 2 (11:15-12:45)

12:30-1:45 Round 2 Group Interp

2:00                  Round 3—Flight A

3:00 Extemp Draw (Claiborne)

3:30                  Round 3—Flight B

4:30 Broadcasting Draw (Claiborne)

5:00                  Round 3—Flight C

5:15-6:45          Student Congress Session 3

6:30                  Round 3—Group Interp and one quarterfinal round for an event with 60 or more entries

8:30                  Dance

10:30                Quarterfinalists and Semifinalists posted (Semi’s for events w/out Quarterfinals)

12:00am            Curfew

**Saturday 25 February**

7:30 a.m.           Continental breakfast for judges begins

7:30-8:45          Student Congress Session 4

8:00 Final Round-Group Interp

8:30 Broadcasting Draw—Quarters

8:30                  Quarterfinals

9:30-10:30        Student Congress Session 5

10:00                Extemp Draw for Semifinals

10:30                Semifinals— Imp, Per, Prose, HI, Improvisational Pairs, Inf, Ext

12:30                Semifinals—POI, Broadcasting, Duo, DI, Story, Poetry, Dec

1:30                  Extemp Draw for Finals

2:00                  Finals-- Imp, Per, Prose, HI, Improvisational Pairs, Inf, Ext

3:00                  Broadcasting Draw for Finals

3:30                  Finals—POI, Broadcasting, Duo, DI, Story, Poetry, Dec

6:00                  Banquet and Awards

**THIS MAY BE USED TO PREPARE YOUR ENTRY BEFORE REGISTERING ON-LINE**

|  |  |
| --- | --- |
| **GROUP  INTERP—3-5 students/team** | **Team II—1.             2.** |
| **Team I—** | **3.                   4.** |
| **1.                   2.** | **5.** |
| **3.                  4.** |  |
| **5.** | **Team III—1.             2.** |
|  | **3.                   4.** |
|  | **5.** |

**FLIGHT A EVENTS** - (Students may enter 2 events in this Flight, 5 events total)

|  |  |
| --- | --- |
| **PROSE** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
|  |  |
| **DECLAMATION** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
|  |  |
| **IMPROMPTU** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
|  |  |
|  |  |
| **HI** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |

|  |  |
| --- | --- |
| **POI** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |

|  |  |
| --- | --- |
| **Public Forum Debate** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |

**FLIGHT B EVENTS:** (Students may enter 2 events in this Flight, 5 events total)

|  |  |
| --- | --- |
| **INFORMATIVE** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10.** |
| **EXTEMPORANEOUS SPEAKING** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
| **STORYTELLING** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
| **IMPROV PAIRS** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
| **DI** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
|  |  |
|  |  |
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|  |  |
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**FLIGHT C EVENTS:** (Students may enter 2 events in this Flight, 5 events total.  **Contestants entering Student Congress may enter one event in flight C.**

|  |  |
| --- | --- |
| **POETRY** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10.** |
| ORIGINAL ORATORY |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
| **BROADCASTING** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
| **DUO INTERP** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
|  |  |
| **STUDENT CONGRESS-** |  |
| **1.** | **6.** |
| **2.** | **7.** |
| **3.** | **8.** |
| **4.** | **9.** |
| **5.** | **10** |
|  |  |
|  |  |
|  |  |
|  |  |

**JUDGES**:    (One judge per 6 entries or fraction thereof)

**FULLNAME**                        **AVAILABILITY:** (Max rounds that day)

3 RDS     7 RDS      6 RDS

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

8.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

9.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

10.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

11\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

12.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

13.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

14.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

15.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

16.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       ALL \_\_\_\_  THUR \_\_\_\_\_  FRI\_\_\_\_\_      SAT\_\_\_\_\_

***KEEP IN MIND, A JUDGE IS EXPECTED TO BE AVAILABLE ALL THREE DAYS.  TO COUNT AS A FULL JUDGE, A JUDGE MUST BE AVAILABLE THE ENTIRE TOURNAMENT.***

 **FINANCIAL STATEMENT – KESDA SENIOR STATE TOURNAMENT**

**(For Your Records)**

**SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A.  ENTRY FEES**:

Number of entries                                                              \_\_\_\_\_  X   $7.00  = **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Remember, each student counts as an entry, so a duo, improv

pair, or public forum debate team counts as 2 entries,

and group interp counts as many students as

are in the group (4 performers=4 entries=$28)

Number of Pentathlon entries

 \_\_\_\_\_  X   $7.00  = **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Students must participate in at least 5 events including at least one event in each of the following events:

**Original Prepared Speaking**: Informative, Original Oratory

**Interpretation:**  Prose, Poetry, POI, HI, DI, Duo Interp, Storytelling, Group Interp, Dec

    **Limited Prep:**  Broadcasting, Extemp, Improv Pairs, Student Congress

**B.  JUDGING FEES:**

# of Judges supplied = \_\_\_\_\_\_\_\_   X  6 = \_\_\_\_\_\_\_\_ (covered slots)

Total # entries = \_\_\_\_\_\_\_\_\_\_   - (covered slots)  \_\_\_\_\_\_\_\_\_ =  \_\_\_\_\_\_\_\_\_\_ (number of uncovered entries)

Judging:  Number of uncovered entries

\_\_\_\_\_\_\_     X     $5.00 =             **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

            (Remember, one judge for every 6 entries or portion thereof. Duet and

            Improv Prs. count twice in fee computation but only once in judges needed.)

**C.  BANQUET TICKETS**                    \_\_\_\_\_\_\_ X $14 = **$\_\_\_\_\_\_\_\_\_\_\_\_**

**SUB-TOTAL DUE** (when registration is submitted):                                         **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ENTRY DROPS OR ADDS (after the deadline):

 \_\_\_\_\_ drops X $10/$25 = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JUDGE DROPS (after the deadline):

\_\_\_\_\_ drops   \_\_\_\_\_\_\_ X  $50  =  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL AMOUNT DUE:                                                                             $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount paid initially:      $\_\_\_\_\_\_\_\_\_\_   check # \_\_\_\_\_\_\_\_**

Amount paid at registration:                   $\_\_\_\_\_\_\_\_\_\_\_ check #\_\_\_\_\_\_\_\_\_  Cash amount: $\_\_\_\_\_\_\_\_\_

***Balance due (if any):    $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**KESDA Rooming List**

**The following form, once completed, needs to be faxed to Bre Adams at (859) 231-9285. Should you need to speak to her directly, you may reach her at (859) 233-0512 Ext. 288. If you would like to email/scan the completed form, please send to** badams@clarionhotellex.com.

**Clarion Hotel will take reservations and requests on a first-come, first-served basis. Sleeping room locations and room types can be requested but not guaranteed.**

**PLEASE NOTE THAT ALL TEAMS MUST STAY AT THE CLARION AND ANY ROOM WITH A COMPETITOR IN IT MUST BE RESERVED AT THE KESDA RATE**

School Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director and/or Main Contact - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State & Zip Code - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail & Phone # - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sleeping Rooms – Check-in date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check-out date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Exempt # - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form of Payment - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\* Please bring a copy of your tax-exempt certificate with you and show at check-in.***

Rooming List Information (Please give names of who will stay in the following rooms. **Please limit 4 to a room**).

**REMEMBER: UNLESS YOU REQUEST AT LEAST 5 ROOMS, YOU ARE NOT GUARANTEED A SAFE ROOM.**

Room 1:

Room 2:

Room 3:

Room 4:

**Room 5:**

**SAFE ROOM**

Room 6:

Room 7:

Room 8:

Room 9:

Room 10:

**SAFE ROOM**

Room 11:

Room 12:

Room 13:

Room 14:

Room 15:

**SAFE ROOM**

Room 16:

Room 17:

Room 18:

Room 19:

Room 20:

**SAFE ROOM**

Room 21:

Room 22:

Room 23:

Room 24:

Room 25:

**SAFE ROOM**

**NOTES, REQUESTS & COMMENTS:**