PRIMARY CONTACT INFORMATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **GROUP NAME\*** | | | | | | |
| ENTER GROUP NAME | | | | | | |
| **CONTACT NAME\*** | |  | **PHONE\*** |  | **EMAIL\*** | |
| ENTER FIRST & LAST NAME | |  | ENTER PHONE |  | ENTER EMAIL ADDRESS | |
|  | |  |  |  |  | |
| **UNIVERSITY/CAMPUS NAME\*** | | | | | | |
| ENTER UNIVERSITY/CAMPUS NAME | | | | | | |
| **DEPARTMENT\*** | | | | | | |
| ENTER CAMPUS DEPARTMENT OR ATHLETICS | | | | | | |
| **IF ATHLETICS, PLEASE SELECT FROM BELOW** | | | | | | |
| **MENS** | **WOMENS** | | | | | **COED** |
| **SPORT:**ENTER SPORT NAME | | | | | | |
| **CLUB/REC:** ENTER CLUB/REC SPORT NAME | | | | | | |

SERVICES REQUESTED\*

|  |  |  |  |
| --- | --- | --- | --- |
| AIR | HOTEL | CAR RENTAL | CHARTER BUS |

# **AIR** (Click arrow to expand/collapse)

*DEPARTURE*

|  |  |
| --- | --- |
| **NUMBER OF TRAVELERS:** ENTER NUMBER OF TRAVELERS | |
| **DEPARTURE CITY:** ENTER CITY | **ARRIVAL CITY:** ENTER CITY |
| **PREFERRED DATE:** CLICK TO SELECT DATE | **DATE FLEXIBILITY:**CLICK TO SELECT DATE FLEXIBILITY |
| **PREFFERED DEPARTURE TIME:** ENTER TIME | **DEPARTURE TIME FLEXIBILITY:**CLICK TO SELECT TIME FLEXIBILITY |
| **PREFFERED ARRIVAL TIME:**ENTER TIME | **ARRIVAL TIME FLEXIBILITY:**CLICK TO SELECT TIME FLEXIBILITY |
| **TRAVELING WITH SPECIAL BAGGAGE SUCH AS SPORTS, MEDICAL, OR AV EQUIPMENT** | |
| **NO YES, PLEASE EXPLAIN:** ENTER SPECIAL BAGGAGE NEEDS | |

*RETURN*

|  |  |
| --- | --- |
| **DEPARTURE CITY:** ENTER CITY | **ARRIVAL CITY:** ENTER CITY |
| **PREFERRED DATE:** CLICK TO SELECT DATE | **DATE FLEXIBILITY:**CLICK TO SELECT DATE FLEXIBILITY |
| **PREFFERED DEPARTURE TIME:** ENTER TIME | **DEPARTURE TIME FLEXIBILITY:**CLICK TO SELECT TIME FLEXIBILITY |
| **PREFFERED ARRIVAL TIME:**ENTER TIME | **ARRIVAL TIME FLEXIBILITY:**CLICK TO SELECT TIME FLEXIBILITY |

# **HOTEL** (Click arrow to expand/collapse)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DESTINATION:** ENTER CITY, STATE OR PREFERRED RADIUS OF A PARTICULAR VENUE | | | | | | | | | | |
| **CHECK-IN DATE:** SELECT DATE | | | **CHECK-OUT DATE:** SELECT DATE | | | | **BUDGET PER NIGHT:** ENTER BUDGET | | | |
| **TAX EXEMPT?** | **ROOM TYPE & NUMBER OF ROOMS** | | **1 BED** # OF ROOMS | | **2 BEDS** # OF ROOMS | | | | | **SUITES** # OF ROOMS |
| **SPECIAL AMENITIES (REQUEST ONLY, SUBJECT TO AVAILABILITY, HOTEL APPROVAL, AND MAY INCUR A FEE)** | | | | | | | | | | |
| **EARLY CHECK-IN** ENTER PREFERRED TIME | | | | **BREAKFAST** | | | | **ONSITE PARKING** | | |
| **LATE CHECK-OUT** ENTER PREFERRED TIME | | | | **WIFI** | | **ONSITE BUS PARKING** | | | | |
| **MEETING SPACE** | | **ROOM CAPACITY-** ENTER # OF ATTENDEES | | | **NEED MEALS** | | | | **NEED BEVERAGES** | |
| **DATE/TIME-** ENTER DATES/TIMES NEEDED | | | **NEED SNACKS** | | | | **NEED AV EQUIPMENT** | |

# **CAR RENTAL** (Click arrow to expand/collapse)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PICK-UP LOCATION:** ENTER LOCATION | | **PICK-UP DATE:** SELECT DATE | | **PICK-UP TIME:** ENTER TIME |
| **DROP-OFF LOCATION:** ENTER LOCATION | | **DROP-OFF DATE:** SELECT DATE | | **DROP-OFF TIME:** ENTER TIME |
| **VEHICLE TYPE AND NUMBER OF VEHICLES** | | | | |
| **ECONOMY CAR** ENTER # NEEDED | **STANDARD CAR** ENTER # NEEDED | | **LUXURY CAR** ENTER # NEEDED | |
| **COMPACT CAR** ENTER # NEEDED | **STANDARD SUV** ENTER # NEEDED | | **LUXURY SUV** ENTER # NEEDED | |
| **INTERMEDIATE CAR** ENTER # NEEDED | **FULL SIZE CAR** ENTER # NEEDED | | **MINI VAN** ENTER # NEEDED | |
| **INTERMEDIATE SUV** ENTER # NEEDED | **FULL SIZE SUV** ENTER # NEEDED | | **12 PASSENGER VAN** ENTER # NEEDED | |

# **CHARTER BUS** (Click arrow to expand/collapse)

Please attach a tentative itinerary, including all stops. Please note we discourage filling a motorcoach to full capacity.

|  |  |  |  |
| --- | --- | --- | --- |
| **NUMBER OF PASSENGERS:** ENTER NUMBER | **NEED ONBOARD RESTROOM** | | **NEED ONBOARD WIFI** |
| **PICK-UP LOCATION:** ENTER COMPLETE ADDRESS | | | |
| **PICK-UP DATE:** SELECT DATE | | **PICK-UP TIME:** ENTER TIME | |
| **DROP-OFF LOCATION:** ENTER COMPLETE ADDRESS | | | |
| **DROP-OFF DATE:** SELECT DATE | | **DROP-OFF TIME:** ENTER TIME | |

Once you have emailed your request to [UniversityGroups@cbtravel.com](mailto:UniversityGroups@cbtravel.com), a group advisor will contact you within 24 hours to confirm your request has been received. ***Please note requests are worked in the order in which they are received and prioritized by travel date.*** You can expect the below estimated response times based off the trip’s anticipated start date.

* 3 months or less: 1 week response
* 6-9 months: 2 weeks response
* 9+ months: 3 weeks response