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, 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