

## **HOTEL ASSIGNMENT PROCESS**

### **2024 STATEWIDE SOFTBALL TOURNAMENT**

1. Hotel assignments will be made on a first come first serve basis which means the earliest received rooming lists will have a better opportunity to receive the first choice.
2. Upon completion of the regional championship game the school must email [mike.reeves@clinton.kyschools.us](mailto:mike.reeves@clinton.kyschools.us) with an accurate rooming list. This rooming list must contain the first and last name of all individuals in each room including coaches. If the name of the bus driver is not known that one room can be listed as "Bus Driver". Each block of rooms contains 8 rooms per night and room requests of more than 8 rooms can't be guaranteed.
3. Upon receipt of the rooming list email, a request will be sent to the school asking them to choose the hotel for which they are requesting assignment. Each school will be asked to also designate two alternate hotels. Choosing a hotel doesn't constitute an official assignment.
4. A hotel assignment confirmation email will be sent to the school within 24 hours after the hotel has approved the rooming list. This assignment will contain contact information at the hotel along with room cost.
5. Schools are expected to arrange payment with the assigned hotel utilizing either a check or credit card for payment.
6. Upon completion of the tournament each school must submit a detailed hotel receipt to receive reimbursement for the hotel accommodations. The maximum reimbursement is 4 rooms for Friday night and 4 rooms for Saturday night. This receipt should not be a summary receipt but must show each room used along with the room number on the hotel receipt. These should be sent to [mike.reeves@clinton.kyschools.us](mailto:mike.reeves@clinton.kyschools.us)
7. Questions should be directed via email as no phone calls will be accepted.