**Skills USA information Sheet / Check List 2025**

* Hotel Provided Excel List (see other attachment on our website)
* **Complete / Fill out excel sheet** (All Columns need to be completed or this will cause delays in your list being processed and an invoice being generated)
  + INDICATE ADULTS- (list “**ADULT”** next to the first name in the first name column; example- JOHN ADULT)
  + SUITE OR PARLOR REQUESTS-notate in Room Type
  + Indicate Special Requests as needed- We will try to accommodate all special requests but they are not guaranteed
* Double Check your spreadsheet to make sure all columns are filled out
* Email to Denise Marble; [dmarble@sheratongreensboro.com](mailto:dmarble@sheratongreensboro.com)
  + Lists will be inputted in the order they are received
* Please allow **ONE** business week for your list to be inputted and invoice to be generated.
  + Full payment for all rooms prior to arrival is ***not required but requested***. Payments received prior to arrival will ensure a quicker check in process. Full payment is ***required*** at check in.

**Deadlines for your Rooming List**

* **Wednesday February 12, 2025- Reservations Open:** Lists received before this date will not be processed
* **Friday February 28, 2025- Submission for Rooming List Changes Open:** changes sent before this date will not be processed. Please consolidate changes into **one** email per week. Multiple emails per week might cause confusion and incorrect changes to be made. Please allow extra processing time for changes that impact your invoice. **Email to** [**dmarble@sheratongreensboro.com**](mailto:dmarble@sheratongreensboro.com)
* **Monday March 10, 2025 -Final Day for NEW Rooming Lists to be submitted:** lists submitted after this date will be accepted at hotel’s discretion/availability
* **Monday March 31, 2025: Final Day for Changes/Cancel submissions:** changes required after this date will need to be processed at check-in.

**\*Groups with one night stays may be directed to our overflow property to allow accommodation for schools staying multiple nights\***

**We look forward to welcoming your school to our hotel for another fabulous year of SkillsUSA! We kindly ask that you follow the check list and keep in mind the deadlines provided. This will help the hotel tremendously and help us get you the information you need as quickly as possible.**

**Thank you!**

**Sheraton Greensboro Hotel Koury Convention Center**