Hotel Planning and Meals

State associations were provided historical hotel and registration information this fall and were asked to complete a hotel satisfaction survey. On the hotel survey, over 80% of state associations were satisfied with their tentatively assigned hotels. We have worked to accommodate requests for adjustments. In early November, all hotel blocks were finalized. Here is a list of all NLSC 2023 state association hotel assignments.

Please identify your hotel's Convention Services Manager (CSM) by referencing the NLSC Hotel Convention Services Managers SmartSheet. Then you can begin planning for your NLSC 2023 state association events. Here is a checklist to follow:

- **December**
  - ☐ Work with other states assigned to your hotel to determine common meals, set ups and menu preferences. The more people having the same meals on the same day at similar times, the more savings states can realize.

- **January/February**
  - ☐ Send requested menu and price (per person) to hotel to create special customized menu. Note: the more people getting the same meals on the same day at a similar time, the more savings states can realize.
  - ☐ Work with hotel to arrange payment details (ie. Check, credit card, or direct bill) for guest rooms and state meeting functions.
  - ☐ January 26 – Join us for the NLSC Housing - Passkey Training

- **March/April**
  - ☐ Confirm the hotel meeting space needed for your delegation.
  - ☐ April 30 – NLSC hotels will release any unused hotel meeting space.

- **May/June**
  - ☐ May 16 – Deadline: NLSC Hotel Reservations
  - ☐ May 19 – Confirm NLSC state hotel reservation block, if applicable
  - ☐ Finalize all event Banquet Event Orders (BEOs) and encourage hotels to add student-friendly, lower price point meals to their restaurants and food outlets.

Hotel concessions:
- Complimentary guest room basic Wi-Fi
- Meeting space held complimentary until April 30
- Discounted banquet F&B (varies per hotel)
- State director suite discounted upgrade or complimentary (varies by hotel)