

## ROOM DROP AUTHORIZATION FORM

If your team has business focused items that Executives would benefit from receiving that can't be distributed during Boardroom Presentations or One-on-One Sessions, consider doing a room drop of the items. We have received feedback from Executives that less is more, please keep this in mind when planning any room drop deliveries.

**Please email completed form to:**

**Prior to:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_

**Hotel Staff will deliver your items to: (please select one)**

A selected group of Executives

You must provide a list to the Hotel by: \_\_\_\_\_

All Executives

Everyone in Attendance

**Pricing Per Room: (please select one)**

Place Items under door \_\_\_\_\_ per room

Place Items inside room \_\_\_\_\_ per room

Room Drop Date: \_\_\_\_\_

Room Drop Time: \_\_\_\_\_

Items to be dropped: \_\_\_\_\_

# of deliveries: \_\_\_\_\_

Instructions for leftover Items: \_\_\_\_\_

**ALL CHARGES BILLED TO A GUEST ROOM**

Guest Name: \_\_\_\_\_

Guest Mobile Number: \_\_\_\_\_

Hotel Confirmation #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**PLEASE DO NOT INCLUDE CREDIT CARD INFORMATION ON THIS FORM**

**\*Connecting Point Marketing Group** reserves the right to limit the number of Room Drop Deliveries made on a given day or over the course of the Event. Should your Room Drop Delivery not be able to be delivered as requested, a representative of **Connecting Point Marketing Group** will contact you.