

SCHOOL: \_\_\_\_\_ SCHOOL ID: \_\_\_\_\_ START DATE: \_\_\_\_\_

PROGRAM TYPE:  DC  DC/WILL.  DC/PHILLY  DC/NY  FOUNDING OF A NATION

Please assign your students to rooms for their hotel stay during their exciting Close Up program! Students will be housed four to a room based on gender. Each room consists of two sets of Program Buddies who will be their roommates during their stay. To complete your rooming list please follow the instructions below:

- 1. Ensure each student has a Program Buddy of the same gender.** If you have one student that doesn't have a Program Buddy the student should be placed in a room with one set of Program Buddies to create a room of three total students.
- 2. Assign two sets of Program Buddies to each room.** If you are only able to fill a room with one set of Program Buddies, please be advised that students may be placed in a room with students of the same gender from another school. In an effort to maximize space, minimize cost and keep rooming arrangements equitable, we will always do our best to place four students in a room regardless of their school.

Due to safety and security regulations, we are unable to place more than four students to a room. While we may not be able to honor all requests, your assistance in placing students into sets of Program Buddies who will learn together effectively is much appreciated. Please include all of your students on this list.

Please submit the completed form to Close Up 45 days prior to your program participation. Forms can be sent via email at [roommates@closeup.org](mailto:roommates@closeup.org) or by fax at 571-481-2635. If you have any questions, please don't hesitate to contact us at 800-256-7387 or by email at [info@closeup.org](mailto:info@closeup.org). Thank you for your cooperation and we look forward to having you on program soon!

Room 1: Program Buddies:

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Room 4: Program Buddies:

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Room 2: Program Buddies:

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Room 5: Program Buddies:

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Room 3: Program Buddies:

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Room 6: Program Buddies:

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For Close Up Internal Use Only HOTEL CODE: \_\_\_\_\_ WEEK #: \_\_\_\_\_

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