

# Reserving rooms.

## Rooming list.

If you are compiling a list of attendees for a meeting, you are selecting the **Rooming List** option. A rooming list allows you to gather the list of attendees, their pertinent information, and manage the list on each attendee's behalf.

To create your own rooming list, begin by filling in the Meeting Name, Your Name and Contact Information, and the Posting number shown on the original agreement. Proceed to the next section and provide each meeting attendee's name, arrival and departure dates, and all information that may be needed for your program. Things like whether incidentals are to be included in the reservation or paid for on their own is very helpful.

Should you prefer, a rooming list template can also be provided.

The Rooming List is due by the cut-off date outlined in the agreement. Unassigned rooms (reservations without names on the rooming list) are automatically released back to Verizon.

## Individual call-in or reservation link.

If you want your meeting attendees to make their own room reservations, you are selecting the **Individual Call-in or Reservation Link** online option. A group call-in or reservation link reservation allows individuals attending the meeting to make their own reservation by calling Verizon Basking Ridge Hotel directly or book their reservation through a special link provided to the group contact.

To make individual reservations with a group, meeting attendees can call **908-953-3025** and reference the group name and/or Posting Number to get started. Individuals using the reservation link method will do so online through a dedicated link. The link will be provided to the meeting contact to be distributed to the meeting attendees. (The link is provided once the group has been confirmed.)

The reservation link will also allow the meeting contact direct access to the individual group reservations made.

Reservations are due by the Cut-Off date outlined in the original agreement. Any unreserved rooms will automatically be released back to Verizon.

## Guestrooms before and after.

Don't forget to let us know if any of your guests want to extend their stay before or after the meeting. We will be happy to accommodate the room requests as long as there are rooms available.