

Dear 2019 CASC Advisor,

The staff of the Radisson Hotel Lansing is excited for your upcoming CASC summits on December 6-7, 2019! In order to ensure the smoothest arrival process for you we wanted to provide some useful information to make sure you “Know Before You Go!”

****If you do not have individual names on your reservations yet, you MUST send those to Ashley VanDusen by December 2nd at the latest.****
Ashley’s email is ashley.vandusen@radlansing.com

The following pieces of information will be extremely helpful in ensuring an easy arrival and check-in process:

Tax Exempt Information:

It is highly recommended that you send your tax exempt information to the hotel prior to arrival. Otherwise, please complete the process at check-in, to ensure a quick and smooth check-out.

To be “tax exempt” (i.e. – have the State of Michigan tax removed from your final bill) you will need a **tax exempt ID form completed with the Federal Tax ID number on it.**

Reservation Payment Instructions:

- **Check** – must be from same entity as tax exempt paperwork if you need State of MI taxes removed. **It is highly recommended to send this in prior to arrival.**
 - When sending a check, please verify it is for the correct amount to ensure a quick check-out.
 - **CASC 2019 Rate - \$123.00/night**
 - **Rate with State of MI Tax included - \$138.99/night**
 - **Rate with State of MI Tax REMOVED - \$131.61/night**
 - The equation would be: (Room rate) * (number of rooms) * (number of nights)= Total (include parking costs if you are also covering – see below)
 - If you are covering valet parking, please note that this will need to be included in the check total as well. **Overnight Valet parking for your conference is discounted to \$12.00 per night, per vehicle.**
 - Bus Parking is \$30.00 per night, per bus MUST be scheduled in advance with Ashley VanDusen.
- **Credit Card** – must have same entity as tax exempt paperwork as the name on the credit card if you need State of MI taxes removed.
 - You **MUST** have the credit card being used to pay for the room at the time of check in.
 - If you will **NOT** have the credit card when you check in, please ensure that you send a copy of the credit card to Ashley VanDusen at the email listed above and send it in prior to arrival.

Check-In:

- When you arrive to check-in, you will be handed a packet with all of the keys for your school's rooms. However, it is possible that not all of your rooms will be ready to actually get into. The Front Desk Agent will let you know which room(s) is/are available, and you will be able to store ALL luggage for your group in that/those rooms until the rest of your rooms are ready.
- Luggage Carts – Due to a high demand of luggage carts with a lot of arrivals, we respectfully ask that you please ensure you drop off the luggage cart in the first floor lobby IMMEDIATELY after you are done using it.
- If you have name changes for your rooms at the time of arrival, please get these names changed at the front desk, so that we have accurate names on each room. This is to ensure the safety of all guests, as well as accuracy for billing purposes.

Check-Out:

- To ensure your privacy and billing accuracy, once you have checked out, please see the Front Desk for a copy of your invoice.

On-Site Information

Please be sure to check out our on-site restaurant, the Capitol City Grille. Hours are as follows:

- Breakfast -6:30am-11am
- Lunch – 11am-2pm
- Dinner – 5pm-10pm

Buffet Specials

- Thursday, 12/5, Friday, 12/6, and Saturday, 12/7, we will be offering a **Breakfast and Lunch Buffet** at **\$13.00** (inclusive of tax and tip) for each.
- A **limited Dinner Menu** will be available for each of those nights as well, with multiple options all priced at **\$13.00** (inclusive of tax and tip).



Need a quick pick-me-up? Grab a delicious hand crafted beverage from our “We Proudly Serve” Starbucks kiosk, located on the first floor, next to the lobby.

Lastly, in consideration of all schools' requests for room types, we have honored as many as possible, while keeping in mind logistics and security for the attendees of your event. For any requests that we were not able to honor as requested, we have supplied additional beds. Because of this, the single rooms will be prioritized for extra beds, and we will offer supplemental beds as a first-come, first-serve basis after that.

We are, and will be, working diligently to ensure a great experience during your stay!