



Dear Track & Field Coach,

Shippensburg University is providing housing and meals to team members and coaches who will be participating in the District III Track & Field Championships on May 16 and 17, 2014. The package is lodging (double occupancy) on Friday night, and Saturday breakfast and lunch for \$45.00 per person.

Individuals not staying on campus may purchase individual meals at the dining hall. Saturday meal hours are:

Breakfast – 7:00 a.m. to 9:00 a.m.

Lunch – 11:00 a.m. to 1:30 p.m.

Those residing on campus will be provided 2 sheets, 1 pillow, and 1 pillow case. Towels, washcloths, toiletries and blankets **will not be provided**. We suggest bringing fans as the residence halls are not air-conditioned.

Reservations may be made beginning Tuesday, May 13 using the following options:

- Phone: (717) 477-1256
- FAX: (717) 477-4014
- E-mail: mkbend@ship.edu

Deadline for reservations and roommate assignments is 12:00 noon on Wednesday, May 14th.

Full Payment is due at check-in at Naugle Hall between 10:00 a.m. and 6:00 p.m. on Friday, May 16. Questions may be directed to **Randy Hammond** or **Melinda Bender** at (717) 477-1256.

Sincerely,
Randal P. Hammond
Event Director

To allow us to update our records and to correspond electronically, please provide your track & field coach's email address:

Name of School _____

Coach _____ Email Address _____

Title _____ Phone _____

Provisions Required:	Number of Girls _____	x \$45.00 = _____
	Number of Boys _____	x \$45.00 = _____
	Number of Male Coaches _____	x \$45.00 = _____
	Number of Female Coaches _____	x \$45.00 = _____
		Total Due _____

NOTE: Please make your check payable to SU Foundation.

