

# ATHLETES ON THE GO

## HOTEL RESERVATION CHANGE OR CANCELLATION REQUEST FORM

All Changes/Cancellations must be made through Athletes on the Go by way of this form submitted on-line, by email or by fax to 1-434-689-3410. Phone call changes/cancellations will not be accepted. If you are making a **change** to your current reservation, please complete **both Sections A & B** below. If you are **canceling** your room completely, please complete **Section A only**.

**REMINDER:** if you are **canceling** your reservation entirely, **Athletes on the Go will charge a \$25.00 Reservation Processing Fee** to your credit card. Your change/cancellation will be confirmed via email within 24 hours\* of receipt of this form. Please print out the confirmation email for your records. If you have not received an email confirmation of your change/cancellation after 48 hours following submission, please call Athletes on the Go at 1-866-246-8063 or by email to [donna@athletes-on-the-go.com](mailto:donna@athletes-on-the-go.com). **\*PLEASE NOTE:** Submissions made after 12:00 noon on Fridays or over the weekend will be acknowledged during regular business hours on the following Monday.

### \*Required Fields.

### SECTION A

This is a  Change to  Cancellation of an existing reservation.

\*Event Name: \_\_\_\_\_ \*Event Date(s): \_\_\_\_\_

\*Hotel Name: \_\_\_\_\_

\*Team/Group Name: \_\_\_\_\_ \*E-mail address: \_\_\_\_\_

\*Full Name of person who made this reservation: \_\_\_\_\_

\*Day Number: \_\_\_\_\_ \*Night Number: \_\_\_\_\_

If you are canceling your room completely, no further information is needed. Please enter "**Submit Cancellation**" now.

**SUBMIT CANCELLATION**

If you are making changes to your reservation, please proceed to **SECTION B** below.

### SECTION B

Please describe briefly, but **in detail**, the nature of the change to your reservation: \_\_\_\_\_

**SUBMIT CHANGE**