

# Southeast Athletic Association of the Deaf, Inc.

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*United States of American Deaf Basketball (USADB)  
Organized at Spartanburg, South Carolina in 1947  
Incorporated at Nashville, Tennessee in 1967*

## HOTEL

### SEAAD Annual Basketball Tournament Official Checklist/Guideline

1. Tournament Dates: (First Read Below Carefully)

\_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_  
(Month) (Day) (Month) (Day)

**Section 14.3.1** The annual SEAAD basketball tournament shall be held annually on the fourth weekend of February or first weekend of March. By weekend shall be meant either Friday and Saturday or Saturday and Sunday.

2. Name of Hotel: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. City/State/Zip Code: \_\_\_\_\_

5. Date Inspected: \_\_\_\_\_

Yes or No 6. Is the hotel Headquarter suitable for SEAAD  
Tournament?

COMMENT: \_\_\_\_\_

Yes or No 7. Are the Hotel Headquarter rooms (Single, double  
and suite) suitable for SEAAD Executive,  
Committees, and/or participants?

COMMENT: \_\_\_\_\_

Yes or No 8. Will the Hotel provide the auxiliary aids and services to individuals with hearing impairments?

COMMENT: \_\_\_\_\_

9. Will these following things be available?

Yes or No Closed Captioning on TV  
Yes or No Door Knocker Light Signal  
Yes or No Fire Alarm Strobe Light

COMMENT: \_\_\_\_\_

Yes or No 10. Will the confirmation of rooms for each SEAAD Board be ready for them regardless of time or arrival on Thursday before 12:00 PM (Noon)?

COMMENT: \_\_\_\_\_

Yes or No 11. Will the SEAAD Executive Board meeting room be ready at 1 PM on Thursday?

COMMENT: \_\_\_\_\_

Yes or No 12. Will the SEAAD Executive Board's meeting room hold at least 15 people?

COMMENT: \_\_\_\_\_

Yes or No 13. Will the room for SEAAD Delegates' meeting room be ready on Thursday at 7:00 PM?

COMMENT: \_\_\_\_\_

Yes or No 14. Will the room for SEAAD Delegate's meeting room hold at least 100 people?

COMMENT: \_\_\_\_\_

Yes or No 15. Will the Grand Ballroom hold at least 500 people?

COMMENT: \_\_\_\_\_

Yes or No 16. Will Security Guard(s) be available at Hotel every night on Thursday, Friday, and Saturday from 9 PM to Sunrise?

COMMENT: \_\_\_\_\_

Yes or No 17. Will there be rooms available for Exhibition Booths?

COMMENT: \_\_\_\_\_

Yes or No 18. Will there be an interpreter(s) available at the Registration Desk?

COMMENT: \_\_\_\_\_

Yes or No 19. Will a Shuttle Bus be available for the trip between airport and hotel?

COMMENT: \_\_\_\_\_

Yes or No 20. Will there be a charge for shuttle bus fare?

COMMENT: \_\_\_\_\_

Yes or No 21. Are there convenient food places (Fast Food and/or restaurants) nearby the Hotel Headquarter?

COMMENT: \_\_\_\_\_

Yes or No 22. Will the parking lot at the Hotel Headquarter accommodate any motor vehicle?

COMMENT: \_\_\_\_\_

Yes or No 23. Will there be a charge for parking in the Hotel Headquarter area?

COMMENT: \_\_\_\_\_

Yes or No 24. Will the swimming pool at the Hotel Headquarter be available for any participants to use?

COMMENT: \_\_\_\_\_

Yes or No 25. Will there be a TTY/TDD available at the Registration desk at all times?

COMMENT: \_\_\_\_\_

Yes or No 26. Will a Live Band or Disc Jockey (DJ) for the Grand ball be available on Saturday night?

COMMENT: \_\_\_\_\_

Yes or No 27. Will the plaques/awards be available at the Grand Ball on Saturday at 10 PM and close at 2 AM?

COMMENT: \_\_\_\_\_

Yes or No 28. Will there be other entertainment performance during the Grand Ball?

COMMENT: \_\_\_\_\_

Yes or No 29. Will the Room Key be given to the SEAAD Executive Board prior the SEAAD Executive Board meeting at 1 PM?

COMMENT: \_\_\_\_\_

Yes or No      30. Will new General or authorized Manager for the hotel honor our hotel contract that the old General or authorized Manager who signed the hotel contract is no longer working for hotel?

COMMENT: \_\_\_\_\_

Yes or No      31. Will the (Single and Double) Room Rate be at the same price for 1-4 persons from Wednesday prior on the fourth weekend of February until either on the fourth weekend on Sunday of February or from Wednesday prior on the first weekend of March until first weekend on Sunday of March?

COMMENT: \_\_\_\_\_

32. How many mileage between Hotel Headquarter and Hospital?

COMMENT: \_\_\_\_\_

33. What is the name of Hospital and address?

COMMENT: \_\_\_\_\_

34. How many rooms reserved and Blocked for SEAAD Participants?

COMMENT: \_\_\_\_\_

35. When is the Cut-Off Date for reserved and Blocked rooms?

COMMENT: \_\_\_\_\_

36. What is our hotel reservation phone number?

COMMENT: \_\_\_\_\_

37. Who will be our General or Authorized Manager for the hotel?

COMMENT: \_\_\_\_\_

38. What is the phone number for General or Authorized Manager for the hotel?

COMMENT: \_\_\_\_\_

39. What is the email address for General or Authorized Manager for the hotel?

COMMENT: \_\_\_\_\_

Yes or No      40. Agreed that the SEAAD shall not be responsible for SEAAD fans who fail to pay the hotel bill and damage at property of the hotel.

COMMENT: \_\_\_\_\_

Yes or No      41. Agreed that the SEAAD shall not be responsible for any club whose name appears on a delegate form or on the registration form of participating team in the SEAAD Tournament who damage at property of the hotel.

COMMENT: \_\_\_\_\_

42. Submitted & Inspected by: (SEAAD)

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(Print)

Submitted & Inspected by: (SEAAD)

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(Signature)

SEAAD Title:

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(Date)

43. Submitted by: (Host Chairperson)

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(Print)

Submitted by: (Host Chairperson)

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(Date)

(Signature)

44. Submitted by: (Authorized Hotel Representative)

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(Print)

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(Date)

(Signature)