

Hotel Room Blocks and Hotel Conference/Meeting Space Request Process

For any conference or event taking place in a hotel (i.e. room blocks, conference or meeting space), the **Hotel Room Blocks, Conference/Meeting Space Form** in the PantherExpress System must be processed and signed by [Anthony Travel's Hotel Program Manager](#) prior to submitting the Conference & Event (C&E) Specialty Form.

Steps for the Hotel Room Block and Hotel Conference/Meeting Space Request Process:

1. In the PantherExpress System under Specialty Forms select the **Hotel Room Blocks, Conference/Meeting Space Form** for hotel request ONLY!
2. Please make sure you complete all of the required fields and attach any documentation necessary.
3. Once the request is submitted, an email will be sent to the Hotel Program Manager. The Hotel Program Manager will be in contact with the Department Event Planner for any additional questions and proposals. Items to consider:
 - a. Group room block requests need to be for 10+ rooms.
 - b. Recommend properties for consideration when sending information and disclose special relationships/arrangements with hotels.
4. Hotel Program Manager will send a Request for Proposal (RFP) to National Sales and subsequently negotiate with hotels and submit information to Department Event Planner for decision. Even if the department has a specific hotel, they will be given 3-4 options to review as well.
5. Once a decision is reached, forward the decision to the Hotel Program Manager, along with a **pdf of the Hotel Room Blocks, Conference/Meeting Space Form and any additional required forms (i.e. DSSJF, COLI)**. Items to note:
 - a. No department should sign any contracts. All contracts should go through the Hotel Program Manager to be processed for signature.
 - b. If contract value is over \$10,000, a Signed Directed or Sole Source Justification form (DSSJF) will be required.
 - c. If alcohol will be served at your event (this includes cash bars (i.e. the University is not paying for the drinks, but alcohol is still being served in connection with a University-sponsored event)), a Certificate of Insurance (COLI) from the supplier that: 1) Names the University of Pittsburgh of the Commonwealth System of Higher Education as the certificate holder (in the bottom left) and 2) Evidences \$1 million in liquor liability insurance either separately or within the general liability policy will be required.
 - d. Hotel Program Manager will send an email listing the contractual stipulations which are applicable to your event. After reviewing, a return email to the Hotel Program Manager acknowledging the department's (and/or Office of General Counsel's) understanding and acceptance of the listed stipulations will be required by the Department Event Planner.

6. Hotel Program Manager will email the following documents to the Department Event Planner:
 - a. The finalized Hotel Contract.
 - b. An email copy of department's (and/or Office of General Counsel's) acknowledgement of their understanding and acceptance of the contract stipulations.
 - c. A signed copy of your submitted Hotel Room Blocks, Conference/Meeting Space Form showing that the contracting process has been approved and completed by the Hotel Program Manager.
7. Use the **Conference & Event Form** in PantherExpress to process the Hotel Contract for signature. Make sure to include the following documents:
 - a. The finalized Hotel Contract
 - b. A signed copy of your submitted Hotel Room Blocks, Conference/Meeting Space Form showing that the contracting process has been approved and completed by the Hotel Program Manager.
 - c. An email copy of department's (and/or Office of General Counsel's) acknowledgement of their understanding and acceptance of the contract stipulations.
 - d. If contract value is over \$10,000, a Signed Directed or Sole Source Justification form will be required.
 - e. If alcohol will be served at your event (this includes cash bars (i.e. the University is not paying for the drinks, but alcohol is still being served in connection with a University-sponsored event)), a Certificate of Insurance from the supplier that: 1) Names the University of Pittsburgh of the Commonwealth System of Higher Education as the certificate holder (in the bottom left) and 2) Evidences \$1 million in liquor liability insurance either separately or within the general liability policy will be required.
8. Send requisition number once created in Panther Express to [Hotel Program Manager](#)
9. After both parties have signed the contract a copy of the executed contract will be sent to the Event Planner via DocuSign.