

**CTI GROUP ADVENTURES
CHANGE FORM
Submit to fax: 828-285-0009**

GROUP LEADER: _____ **Date:** _____

GROUP NAME: _____ **RESERVATION #:** _____

GROUP FAX #: _____ (a response will be faxed to you which becomes a part of our confirmation)

I need to **ADD/DROP** _____ participants for a **TOTAL** of _____ participants.
(lift tickets, equipment rentals, meals, etc. will be adjusted accordingly)

LODGING:

I need to **ADD** _____ rooms to my reservation for a **TOTAL** of _____ **PARTICIPANT** rooms.
of rooms # of rooms (based on availability)

I need to **ADD** _____ rooms to my reservation for _____ **BUS DRIVER(S)**. (based on availability)
of rooms # of drivers

I need to **DROP** _____ rooms from my reservation for a **TOTAL** of _____ rooms. (penalties[†] may apply)
of rooms # of rooms

If you are within the FORMS DUE DATE, as indicated in your confirmation, a revised rooming list must be submitted with this request. Please emphasize the addition of person(s) to an open space (or change) in a room with an (*)

RENTAL EQUIPMENT:

_____ I am changing my rental equipment needs by submitting a revised Trip Roster or Trip Roster and Rental Form. Changes must be emphasized by adding an (*) by the person's name(s). **If you are within 7 days of your upcoming trip, the changes will need to be made on-site at the rental shop or when checking in with your CTI representative.**

GROUP CHANGES[†]: (including group meals, meeting space, tubing, transportation, etc.)

Submitted by:

Authorized Group Representative / Date

[†]refer to cancellation policies as outlined in your confirmation

Action taken by CTI Group Adventures:

CTI Representative / Date