



TEXAS BETA 2027
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Grapevine, TX
January 14-16, 2027

Check Payment and Credit Card Authorization DEADLINE: Two Weeks Prior to Arrival

Please see the check address and credit card authorization process for each individual hotel listed below.

All Checks must arrive at the hote 2 weeks prior to arrival to allow time for the check to clear. Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the check. Please include the best contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your posession when checking-in.

PAYING FINAL PAYMENT BY CHECK			PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSESSION		TAX EXEMPTION
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	
Gaylord Texan Resort & Conventin Center	Gaylord Texan Resort & Convention Center	Gaylord Texan Resort & Convention Center Attn: Michael Collins 1501 Gaylord Trail Grapevine, TX 76051 DUE: 2 weeks prior to arrival	Email Shay Vails for credit card authorization DUE: 2 weeks prior to arrival	Shayfelle.vails@gaylordhotels.com	Schools will be required to provide the State Hotel Occupancy Form Shay Vails (817) 778-2024