



## NLSC Hotel Planning, Courtesies and Safety

State association hotel assignments for NLSC were communicated individually to state directors in October 2025, following the process discussed with the State Directors Association Conference Management Committee.

For questions about your hotel assignment, contact Courtney Ferrell at [cferrell@skillsusa.org](mailto:cferrell@skillsusa.org).

Identify your hotel's Convention Services Manager (CSM) by referencing the [NLSC 2026: Hotel Convention Services Manager Smartsheet](#) and then follow this timeline for success:

- **December**
  - Work with other states assigned to your hotel to determine common meals, set-ups and menu preferences
- **January/February**
  - January – Join the NLSC Housing Passkey Training
  - Work with hotel to arrange payment details (i.e. a check, credit card or direct bill) for guest rooms and state meeting functions
- **March/April**
  - Confirm the hotel meeting space needed for your delegation
  - Tuesday, April 28 – Deadline: NLSC hotel reservations
  - Thursday, April 30 – NLSC hotels will release any unused hotel meeting space
- **May**
  - Friday, May 1 – Confirm NLSC state hotel reservation block, if applicable
  - Confirm payment with the hotel 14-days before arrival (i.e. a check, credit card or direct bill)
  - Finalize all event Banquet Event Orders (BEOs) and encourage hotels to add student-friendly, lower priced meals to their restaurants and food outlets
  - Work with your hotel CSM to plan for state arrival
  - On-site meet with your hotel CSM to review your group arrival plan and state functions

### Hotel Concessions:

- Complimentary guest room basic Wi-Fi
- Meeting space will be held complimentary until April 30
- Discounted banquet F&B (varies per hotel)
- State director complimentary suite upgrade for those with 30+ rooms (varies by hotel)
- Group rate available 3 days prior to and 3 days post NLSC

## **Hotel Courtesies**

SkillsUSA is proud of its nationwide reputation for upholding high standards at conferences and events, as this reflects the professionalism of our members and advisors. To maintain our reputation, please ensure your members follow these hotel courtesies and guidelines at NLSC:

## **Tipping Guidelines**

- Tip hotel staff who assist with luggage or deliver it to your room (\$1–\$2 per bag).
- Tip 18–20% for room service and full-service meals at a sit-down restaurant.

## **Respect for Other Guests**

- Keep voices low in common areas including the lobby, hallways and elevators to ensure the comfort of all hotel guests.

## **Guest Room Protocol**

- Keep your hotel room clean, neat, and organized to ensure a comfortable stay for everyone sharing the space.
- Do not leave valuables unattended in your room; use the in-room safe when available.
- Before opening the door, verify the identity of anyone knocking or ensure you are expecting them.
- Never open or throw objects out of windows — this creates a serious safety hazard. Do not damage, alter, or remove any items belonging to the hotel.

## **Adherence to Hotel Rules and Safety Procedures**

- Respect and follow hotel security staff instructions and all safety regulations, including compliance with fire alarms, cleared stairwells and restricted areas.
- Familiarize yourself with emergency exits and safety information provided by the hotel.

## **Behavior Expectations**

- Follow both the SkillsUSA Code of Conduct and the hotel's rules and policies throughout your stay.

## **Hotel Safety**

Attendees should familiarize themselves with all hotel security and safety procedures, including identifying the nearest exit from their hotel room and from the state meeting room. In case of a hotel fire or emergency evacuation, elevators may be out of service and stairwells should be used instead. For more detailed emergency information specific to your state's NLSC hotel, please contact the hotel's CSM.