

# MARGARITAVILLE®

## Lake Resort

LAKE OF THE OZARKS  
OSAGE BEACH, MISSOURI

Greetings from Lake of the Ozarks! Tan-Tar-A Conference Center is excited to welcome FCCLA Fall Conference. The Front Office Team is working hard to prepare for your arrival to provide all guests with a great experience.

Tan-Tar-A Conference Center has many guestrooms with a variety of room types available, to include rooms with two double beds, one king bed and some rooms have a sofa sleeper. As we plan for your arrival, our first priority will be to house each school's rooms as close together as possible. We will do our very best to also provide the requested number of beds in each room. In some cases, we will be utilizing rooms with a king bed and a sofa sleeper as a room with two beds. For those rooms without a sofa sleeper, we will provide a roll-a-way, upon request, on a first-come, first-serve basis.

### **PRE-KEY, PRE-REGISTRATION INFO:**

Your rooming list will need to be received no later than **Saturday, September 14<sup>th</sup>, 2024** which is the cut-off date. If you do not have the names of the students at that time, we will at least need the number of rooms and bed configuration that you will need. Along with a credit card to hold the rooms. The credit card authorization form will be sent to you electronically.

To be included in the pre-key, pre-registration process where you pick up your keys at the FCCLA Registration Desk and not at the Main Lobby Desk, the hotel will need two weeks prior to arrival (**September 14, 2024**), the advisor's name and phone numbers, names of the students and payment processed.

If the above information is received in the manner stated above, the guestrooms keys will be given to the FCCLA staff handling their registration desk and they will distribute the keys to the Advisor's, which will then hand them out to their students. Not all keys will be given out at the same time. Keys will be given to the FCCLA Staff handling the registration as the rooms become available.

If the above information is not received two weeks prior to arrival, guests will need to check in and pick up their keys at the front desk.