

Sign-up (“Green Sheet”) Instructions

The **only funds** required with your completed sign-up sheet are the amount in the “**Amount to Enclose**” box. However, since payment for your selected activities is not requested until check-in at the hotel, we ask you to make every effort to participate in the planned activities you select on the enclosed sign-up sheet.

Accurate information is essential for our deposits and submittals to our caterer and transportation vendors. We believe the sign-up sheet is self-explanatory but understand that some questions or requested information may not be clear. To that end, it is hoped the below will be of assistance.

1. Please complete all four (4) areas of the requested hotel information. If you are not staying at the hotel, a contact number is asked for while at the reunion.
2. The reunion cost to be enclosed is the number attending X \$60.00 (this amount is non-refundable if we have made vendor deposits or payments).
3. Meal selections for you and all included in item 2 above.
4. If you plan to participate in activity 3, the Matanza river cruise, you will also need to select activity 2. So the total for each person would be \$52 for Activity # 3, including your transportation.
5. “Handicap Assistance Requested,” circle yes if you require the assistance of a handicap-equipped coach/bus for any activities. Please state your request if other assistance is requested on the reverse side of the green sheet.
6. Enclosed is a copy of your response card. It is provided only as a reminder that your earlier input assisted us in determining what activities we could offer our attendees.
7. Use the reverse side of the green sheet to provide the name tag information.
8. **Return your completed Green sign-up sheet and requested funds to:**
VP-16 Reunion Association, Inc. 1240 43rd. Ct. SW Vero Beach, FL 32968

Important dates to mark on your calendar:

The **final date to return your sign-up sheet** and the requested funds is **Friday, August 26, 2022**.

The **final date to make your hotel reservation** for guaranteed availability and the \$99.00 rate is **Monday, September 19, 2022**.

It is recommended, and we encourage you to make hotel reservations immediately upon completing the sign-up sheet. **Your reservation is cancelable up to forty-eight (48) hours before your arrival date.** Should the reservation window inadvertently slip by the September 19, 2022 date being the JAX Air Show weekend, it will be difficult, if not impossible, to secure a reservation and certainly not with the pricing benefit.

Reservation information: If you plan to arrive on Wednesday, 10/19, and check out Sunday, 10/23, you can make your reservation online. Visit the reunion website www.vp-16reunion.net and follow the instructions in the last paragraph of the enclosed cover letter to find the hotel reservation link. Once the Marriott page opens, follow the standard online reservation procedure. If your stay is on either side of those dates, call the hotel @ 904-854-1500 and use the **VPRVPRA** rate code.

If you have any questions concerning the sign-up or green sheet, please call Bill Sherman @ 772-708-3173.

If you have questions or problems with making your hotel reservation, contact Roger Gulbransen @ 352-327-1093 or Bill Sherman before calling the hotel. We can answer your reunion questions or guide you to resolution.

Do not hesitate to contact us with any questions or for assistance.

Helpful Websites:

Activity 1 www.nasa.gov/centers/kennedy/home/index.html

Activity 3 www.adventureboat.tours

Activity 5 www.blueangels.navy.mil