

February 4th, 2025

Dear Phi Rho Pi Members,

On behalf of the Phi Rho Pi Executive Board, I hope this message finds you well as we gear up for another exciting year of competition and camaraderie at Phi Rho Pi Nationals in Norfolk, Virginia! As we prepare for the 2025 tournament, I would like to share several important updates regarding fees and room reservations. Please take note of the following updates as you prepare for the 2025 Phi Rho Pi National Tournament, scheduled from April 7 to 12, 2025, at the Sheraton Norfolk Waterside Hotel.

Phi Rho Pi Fee Updates

Credit Card Processing Fee: A 3% surcharge will be applied to schools paying their PRP registration invoices by credit card. This fee will not apply to payments made by check or cash. If you require an estimate of your registration costs please let me know and I can provide that to you.

T-shirt Cost: Phi Rho Pi T-shirts are priced at \$12 each.

Facilities Fee: The facilities fee is \$60 per participant

Entry Fee: \$50 per competitor.

Membership Fees: School membership fees \$50; New student fees are \$10.

Judging Fees: There is a \$140 fee per student for whom a qualified judge is not provided, per tournament rules in the invite.

Nuisance Fees: Fees for late adds, drops, or no-shows remain as outlined in the invitation document and will be processed as they occur.

Room Reservation Cost & Process

Hotel's negotiated rate for Phi Rho Pi :
 $\$139 \text{ per night} + \$20.85 \text{ (15\% Tax Per night)} + \$3.00 \text{ night} = \$162.85 \text{ Per night}$

Deadlines

Housing Forms Deadline: Sunday, March 10, 2025

Attendee Information Deadline: Sunday, March 17, 2025

Tournament Entry Deadline: Sunday, March 24, 2025

Other Reminders

Rooming information, including the number of rooms, arrival and departure dates, school contact names, and room occupants, must be submitted through forensicstournament.net

After the posted Housing Form deadline, the VP for Tournament, Rolland Petrello will share lodging information with the hotel on each college's rooming requests. The Sheraton Norfolk Waterside Hotel will process rooming requests and provide unique folios to each school. Please do not contact the hotel directly. If you have changes to your rooming needs please contact Rolland who will communicate those changes to the hotel.

Schools paying by check **must** send the cashier's check directly to the hotel 14 calendar days prior to their event to avoid delays in processing. This means the check must be in the hotel's possession no later than Monday, March 24th, 2025. The address to send the check to is:

The Sheraton Norfolk Waterside Hotel

Attention; Billing Department (Pho Rho Pi Event)

777 Waterside Drive, Norfolk, VA 23510

Schools paying via credit card must pre-authorize payment for room and tax charges using a secure link provided by the hotel. The link will be provided no later than March 24th, 2025 and will be sent via email to the coach's school email address.

We understand these updates may impact your planning, and we are here to assist. If you have any questions or concerns about the fees or procedures, feel free to contact me directly.

On behalf of the Phi Rho Pi Executive Board and our 2025 Tournament Host, Region 4, we look forward to welcoming you to Norfolk for a memorable Phi Rho Pi 2025 National Tournament!

Best regards,

Nathan "Nate" Carter, Ph.D.

Phi Rho Pi Treasurer

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