



Welcome to the Plaza Hotel and Casino and the 2024 National Lutheran Secretariat Annual Gathering! We are glad you are here and know that you will reconnect with many VdC friends and make new ones as well!

On behalf of the Registration Team, we'd like to give you some check-in and check-out information. Our entire Annual Gathering group will be housed in the South Tower of the Plaza Hotel. The elevators to the rooms are located to the south of the ballroom.

If you have any questions either before the Gathering, or during, please ask for help! We are there to serve you and provide you with a comfortable environment. You may also call or text anytime, day or night, during the Gathering and we will assist you.

For Pre-Gathering Questions or Needs – Please email

Communications@lightinthedesertviadecristo.org or call Karen Weires at 702-286-8771.

For Questions or Concerns During the Gathering – Please visit the Information Booth/Registration Table located just inside the Ballroom Doors

Check In Procedure

Beginning Wednesday, check-in will take place in the Sierra Ballroom on the 3rd Floor of the Plaza. As you arrive to the hotel, please make your way to the 3rd floor. **DO NOT GO TO THE HOTEL REGISTRATION DESK.** There will be signs pointing out the way. If you are being dropped off by our transportation team, you will be met by our registration staff at the south tower entrance. They will greet you outside and assist you with your luggage. If you are arriving on your own by car, **PLEASE PARK IN THE MAIN PARKING GARAGE ON THE SOUTH END OF THE PROPERTY** and proceed to the third floor.

Once at the hotel, please proceed to the Sierra Ballroom on the 3rd floor and make your way to the registration table inside the double doors. You will provide your name to one of our staff and they will check you in and provide you with your room key. Depending on room availability, you may then go up to your room. In the event that you arrive early and rooms are not yet available, we will store your luggage in the main ballroom until the rooms are ready. If you need help with luggage or any other needs, we will have Host Committee staff available to assist.

If you are arriving any time BEFORE Wednesday, July 24th, you will need to check in at the hotel registration desk and pay for your additional days. Then, on Wednesday, please come to the Ballroom after 11am to check in with our registration team and receive your Gathering Items.

If you are extending your stay AFTER the AG, you will need to visit the Hotel Registration Desk Prior to Sunday to provide a credit card.

This is a full service hotel and toiletries will be available in your room. Please remember to bring the completed Emergency Medical form and Photo release form with you, which are on the Home page of the Annual Gathering website (<https://annualgathering.viadecristo.org/>). We will also have these forms for you to complete at the registration desk.

Sunday Check Out Procedure

On Sunday morning, please be packed up and ready to vacate your room by 11:00. Closing worship is set for 8:45 so you would possibly have a short time after the service to go back one last time to secure everything. We must be completely out of our rooms by 11:30 and 12:00. Thanks for your help with this! However, all you have to do is vacate the room. If you are parked in the parking garage, please take your room key to exit the garage. The key is yours to keep, or you may discard of it in the receptacle at the exit gate.

At that point you are free to leave if you'd like, or remain in the Ballroom area until you are taken to the airport, if you are flying out. The last trips to the airport will leave the Plaza at NOON.

If you are extending your stay, you DO NOT NEED to check out at this time. When your stay is over, you will check out at the hotel registration desk and pay any fees at that time. PLEASE BE SURE YOU VISIT THE HOTEL DESK PRIOR TO SUNDAY TO PROVIDE YOUR CREDIT CARD.

Looking forward to a great Spirit-filled weekend!

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