

# Summer Conference Checklist

Please consider these questions to help us ensure you have a successful summer event.

## VENUE SELECTION

- What are your preferred dates?
- How many guests are expected to attend?
- What types of activities do you have planned?
- Do you have an agenda?
- Do you need meeting space?
- Will you need breakout spaces?
- Will you have any off-campus activities?
- Do you need to store items overnight?
- Do you have any other special needs?

## LODGING

- Do you prefer a traditional or suite-style residence hall?
- Do you require single, double, triple or quad occupancy?
- Will you have any minors staying overnight?
- Will you have any guests staying off campus?
- How many guests will need overnight parking?
- Do any of the guests require special accommodations?

## DINING

- What are your mealtimes?
- How many off-campus guests will need meal tickets?
- Will early arrivals and late departures need meals?
- Are you planning any catered events?
- Will you need any to-go meals?

## MEETINGS

- Will you have any high-profile guests?
- What type of room setup is needed for each meeting?
- What type of audio/visual equipment is needed?
- Will you have a video conference call (ex. Zoom)?
- Will any third-party service providers be involved (ex. DJs)?
- How many guests will need parking permits?
- Will you need directional signs?
- Do any of the participants require special accommodations?

**Book your summer conference now!**