

Conference Planning Timeline & Checklist

This checklist has been created to assist all groups in planning a successful summer camp or conference program at the University of Houston. Our staff believes that following this timeline and completing suggested action items will only benefit both planners and participants. Please note that all conferences are unique and may necessitate many other details not listed below. If you need clarification on any items listed, please contact staff at any time.

Pre-Planning Considerations

During the fall months, Conference Services staff are planning for the following summer and recruiting new groups to book a stay at UH. We suggest you do the following items to ensure that our facilities can accommodate your needs.

- ___ Contact Conference Services staff to discuss hosting a summer program
- ___ Schedule a tour of the campus and housing facilities
- ___ Complete a Conference Reservation Form to obtain a quote for requested campus services*
- ___ Review the [Conference Housing Guide](#)

*If you are considering using the [Campus Recreation and Wellness Center](#), [Hilton Hotel](#) or [Student Center](#) you should make contact during this time to ensure availability.

March 1

By this date, all reservation forms will be converted to contracts for signature. A signed contract formally secures your requests

Suggested Action Items

- ___ Review your contract to ensure guaranteed minimum numbers are accurate.
- ___ Research and select training for all adults who will be working with minors
- ___ If applicable, make any requested changes to the contract language by March 31st

30 Days Prior to Arriving at UH

Conference season is underway and to best ensure that the details during your visit are met, please submit all listed documents to Conference Services staff

- ___ Item Due: Signed contract, 50% deposit and certificate of insurance
- ___ Item Due: Verify the number of parking permits needed
- ___ Item Due: Verify classroom or meeting space needs
- ___ Item Due: Verify commuter needs for meals and building access
- ___ Item Due: Submit child abuse training verification documentation

Two Weeks Prior to Arriving at UH

Final details should be made in regards to your campus program. You will be assigned an Onsite Coordinator who will work with you from this point forward.

- Initiate and respond to communication from your onsite coordinator to confirm all aspects of your event.
- Confirm any scheduled deliveries and storage of items prior to staff arrival
- Request special furniture set up for check-in (2-6 foot tables and 4 chairs are provided)
- Close conference registration
- Finalize participant numbers for overnight accommodations (and optional, linens)
- Item Due: Finalize classroom or meeting space needs
- Review the Conference Guide and Guest Policies

One Week Prior to Arrival at UH

In order to adequately prepare for the arrival of your group, please be sure to discuss all details with your Onsite Coordinator. If possible arriving prior to your participants is highly recommended.

- Item due: Finalize check-in times and early arrivals
- Item Due: Finalize the number of parking permits needed
- Item Due: Schedule a face-to-face meeting time with your Onsite Coordinator
- Item Due: Finalized roster submitted to your Onsite Coordinator
- Sign up for the [UH Alert System](#)
- Establish procedures for late arrivals

First Day of Camp

Get ready to welcome your participants and have a great event at UH!

- Arrive 1-hour prior to scheduled check-in to ensure set up is manageable
- Item Due: Provide final schedule of events
- Item Due: Review cancellations and no-show attendee with Onsite Coordinator and sign a clean copy of roster for guests checked in
- Verify best modes of communication during visit with your Onsite Coordinator
- Review guest policies with all campers

During Campus Visit

Please let staff know if there is anything that is not going according to arrangements. Remember, we are here to help ensure that your camp is a success in every way!

- Utilize the 24-hour front desk to report any maintenance concerns or to reach after hours staff
- Report any lost keys or access cards
- Report any participant late arrivals or early departures to your Onsite Coordinator

Last Day on Campus

Prior to departing from campus please be sure that all participants perform the following tasks:

- Place all linens in bins near the central elevators
- Return all keys (access cards can be kept) during the designated check-out time
- Remove all interior and exterior signage related to your event
- Remove all items from the common kitchen areas

2 Weeks After Departure

Conference services will determine charges for meeting spaces/classrooms and work with Chartwells Dining to finalize all invoicing.

___ Invoice for parking, overnight rooms, meeting spaces and dining is sent for review

___ Item Due: Please help us to improve by completing our survey concerning your stay

30 Days After Invoicing

Please utilize this time to review your billing and to submit final payments.

___ Item Due: Any billing discrepancies must be submitted via campstay@uh.edu within 5 business days of the invoice

___ Item Due: Submit payment in full for all charges

Thank you for choosing the University of Houston for your event! We hope to see you next summer!