

# Conference Planning Timeline & Checklist

This checklist has been created to assist all groups in planning a successful summer camp or conference program at Drury University.

## Pre-Planning Considerations

During the fall months, Housing and Residence Life staff are planning for the following summer and recruiting new groups to book a stay at Drury. 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 any Drury Athletics or Academic space on campus, 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 31<sup>st</sup>

## 30 Days Prior to Arriving at Drury

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

- Item Due: Signed contract, certificate of Drury University added to your insurance
- 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 Drury

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
- 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 Drury

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: Schedule a face-to-face (or virtual) meeting time with your Onsite Coordinator
- Item Due: Finalized roster submitted to your Onsite Coordinator
- Establish procedures for late arrivals

## First Day of Camp

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

- 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—a Staff member will be available to give a brief presentation.

## 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 on call number 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 preform the following tasks:

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

## 2 Weeks After Departure

Conference services will determine final charges. If you have any additional reservations, please work with them directly to finalizes charges.

- Invoice for overnight rooms 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 discrepancies must be submitted via [housing@drury.edu](mailto:housing@drury.edu) within 5 business days of the invoice
- Item Due: Submit payment in full for all charges

**Thank you for choosing Drury University for your event! We hope to see you next summer!**