

CONFERENCE CHECKLIST

Use this timeline to help plan your conference. If you have any questions, please [contact us](#).

Initial planning

- Determine event goals and objectives
- Identify program details
 - General format
 - Number of attendees
 - Options for program dates
 - Dining/meal service needs
 - Meeting and classroom space requirements
- Establish a preliminary budget
- Go to our website and [tell us about your event](#)
- Review the Conference Planning Guidelines that you will receive in your letter of inquiry

6 months ahead

- Contact a University of Washington-Seattle department or administrative unit to discuss and obtain [Use of University Facilities \(UUF\)](#) sponsorship
- Schedule a tour of the campus and housing facilities
- Identify additional resources
 - Parking and transportation
 - Catering
 - Equipment rental
- Create a marketing plan, website and select a registration platform

4 months ahead

- Finalize meeting and classroom space needs
- Finalize meal plan details and catering menus
- Submit the [Use of University Facilities](#) request form
- Sign the Letter of Agreement to finalize arrangements and schedule a payment plan

NOTE: Prepayment in full is due prior to check-in.

2 months ahead

- Finalize the number of requested rooms and guest count
- Provide an itinerary to Conference Services

3 weeks ahead

- Provide Conference Services a final Guest List, check-in and checkout dates, and room assignments*
- Finalize number of commuter guests*
- Provide participant ADA needs

- Finalize parking needs
- Finalize all meeting room floor plans and A/V needs
- Provide Conference Services with your on-site contact phone and email

**Only applies to groups where the organizer is providing Conference Services a Name List.*

1 week ahead

- Update your Conference Coordinator with any changes

During conference

- Enjoy! Contact Conference Services with any questions that come up during your stay
- Ensure that conference materials are packed and all guests have checked out at end of stay
- Return all keys to the Conference Desk

Post-conference

- The Conference Services Office will process any final charges following the conference
- Final payment is due within 30 calendar days after the invoice date
- Provide feedback about your experience

Additional considerations for adult conferences

- When choosing a registration platform, ask your Conference Coordinator about our Reservation Form option
- If you are hosting an event involving alcohol, submit an [Alcohol Service Request Form](#)

Additional considerations for youth camps

- Become informed on and comply with UW policies related to youth including applicable laws, regulations, rules and ordinances
- Understand and comply with Chaperone requirements
- Proof of insurance is required
- All participants must attend an orientation regarding residence hall policies scheduled within the first two days of arrival