## Event Planner’s Check-list

**STEP 1** *(Complete and submit application by April 12, 2019)*

- Complete and submit the Application for Use of Summer Housing
- Include RIT account number
- Include estimated number of participants
- Read Summer Housing Office Manual of Policies and Procedures
- Notify Dining Services of all meal needs

**STEP 2** *(30 days prior to conference)*

- Contact (via mail or email) all conference participants
- Inform participants what items to bring
- Inform participants of check-in times, location, and provide necessary directions
- Inform participants of important contact information
- Inform participants of all charges which can be incurred *(Example: $85.00 lost key charge, $20.00 excessive trash charge, etc.)*
- Notify Senior Coordinator of any ADA needs or special accommodations

**STEP 3** *(10 days prior to conference)*

- Submit in writing a final attendance guarantee *(if different from the number of participants indicated on the Application for Use of Summer Housing)*
- Submit Microsoft Excel roster of all participants names and gender to Senior Coordinator
- Submit any preferred roommate requests to the Senior Coordinator
- Contact the Senior Coordinator of any changes or updates