

# RIT Summer Housing

## Event Planner's Checklist

### STEP 1

**Complete and submit application by April 1, 2022**

- Complete and submit the Application for Use of Summer Housing
- Include RIT account number
- Include estimated number of participants
- Read and sign Summer Conference Housing Policies and Procedures
- Notify RIT Dining of all meal needs
- Contact Parking and Transportation for any parking pass inquiries

### STEP 2

**30 days prior to conference**

- Contact 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 etc.)
- Notify assistant director of housing 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 Excel roster of all participants names and gender to assistant director of housing
- Submit any preferred roommate requests to the assistant director of housing
- Contact the assistant director of housing with any changes or updates

[rit.edu/housing](https://rit.edu/housing)

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