

RIT Summer Housing

Event Planner's Checklist

STEP 1

Complete and submit application by April 1, 2024

- ☐ 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
- ☐ Submit final linen count

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 associate director of housing
- ☐ Submit any preferred roommate requests to the associate director of housing
- ☐ Contact the associate director of housing with any changes or updates

rit.edu/housing

In person
63 Lomb Memorial Drive
Rochester, New York 14623

By phone
(585) 475-5000

By email
ariapt@rit.edu

   @RITHousing

