

RIT Conference Housing

Event Planner's Checklist

STEP 1

Complete and submit application by April 3, 2026

- ☐ Complete and submit the Application for Use of Conference Housing
- ☐ Include RIT account number
- ☐ Include estimated number of participants
- ☐ Read and sign the 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 check-in

- ☐ 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 Associate Director of Housing of any ADA needs or special accommodations
- ☐ Submit final linen count
- ☐ Submit in writing a final attendance guarantee (if different from the number of participants indicated on the Application for Use of Conference Housing)

STEP 3

10 days prior to check-in

- ☐ Submit any preferred roommate requests to the Associate Director of Housing
- ☐ Contact the Associate Director of Housing with any changes or updates
- ☐ Submit Excel roster of all participants first and last names, age, phone number, email and gender to Associate Director of Housing

rit.edu/housing

In person
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