

# HOUSING CONFERENCE SERVICES PLANNING GUIDELINES

## AS EARLY AS POSSIBLE

### First Step – Check Availability

Determine your event dates. Have first and second choice options as space is limited. Estimate number of beds needed, if linen service is required, building type (traditional or suite), and room styles to check on availability or to schedule a site visit. Contact the Housing Conference Services Coordinator at (916) 278-4982 or email loeraj@csus.edu.

### Second Step – Application Process

Upon date approval, complete the Housing Conference Services Application available online. Please note that if staff will be checking in a day prior than participants to use that date as your official start/check-in date. Insurance dates must match the dates indicated on your contract.

Once the application is received, an email notification will be sent out verifying acceptance. The contact person will receive two original contracts to review, sign and return within 14 days. The Insurance Certificate (policy and endorsement) is recommended to be submitted As Soon As Possible, as contracts will not be processed until insurance is received. Without a completed and signed contract from campus, groups will not be allowed to check-in.

Groups are not guaranteed dates until an approved contract has by officially signed and approval by Procurement and Contract Services.

### 12 - 9 months Prior to Event Check-In Date:

- Groups may submit a request for dates-space by email
- Coordinate a site visit
- Reserve Conference Room, Quad, Pool, Lounge, Study Rooms space when booking rooms

### 9 – 6 months Prior to Event Check-In Date:

- Once the Housing Conference Services Application, rates and summer season dates are established, groups will be notified to complete application to request and begin the reservation process.
- Insurance Policy and Endorsements should be submitted As Soon As Possible once contracts have been mailed to person signing contracts.
- Once your contract has been approved and signed off by the University, floor plans and room roster will be mailed out.
- 50% deposit due (60 days) prior to event.
- Reserve equipment needs: Tables, Chairs, Risers/Stages, etc.
- Meal Contract - Contact Dining Commons to coordinate meal service at (916) 278-6971.
- Group Coordinator will receive Room Roster spreadsheet form to complete and return. Roster contains names, gender, check-in and check-out dates, and room assignment. Complete and return within two weeks to Housing Conference Services.



### 60 Days Prior to Event Check-In Date:

- Room Guarantee Form (60 day amendment form) return to Housing Conference Services by deadline date.

### 30 Days Prior to Event Check-In Date:

- Room Guarantee Form (30 day amendment form) return by deadline date. Room Guarantee Form locks in rooms requested.
- Update the Housing Conference Services office with any changes to participant bed counts, check-in/check-out dates/times, and/or meeting room or equipment requests. 30 day amendment is final adjustment to decrease without penalty. Group will be charged for rooms reserved, includes no shows or cancellations.
- Parking, Internet, Refrigerator and Phone Requests – complete online request forms and submit to loeraj@csus.edu.
- Room Roster (group coordinators) will be required to submit for all staff and participants, name, gender, check-in and check-out dates, and room assignment.

### Two (2) Weeks Prior to Event Check-In Date:

- Submit roster with list of names indicating Early Arrivals and/or Late Departures (contingent on contract and availability). Return to Housing Conference Services at loeraj@csus.edu.
- Final Diagrams/Floor Plans are due to Housing Conference Services. No reduction of rooms based off of 30 day room guarantee.
- Review and confirm plans for check-in and check-out process
- Submit final request for equipment: Tables, chairs, risers/stages, TV/VCR/DVD player, etc. to Housing Conference Services.
- Submit Parking Permit Requests Forms – Allow 48 hours for processing, permits given to coordinator/individuals at check-in.

### Day of Event – Check-In:

- Group coordinator must check-in to register group at the Housing Conference Services Front desk located in the American River Courtyard. At check-in coordinators will receive Housing Conference Services information packet, keys & fobs requested, emergency information and instructions. Parking permits, internet log-ins, meal cards (if requested) given during check-in. Office hours are 24/7 – 7 days a week during the conference season. Check-In time is 8:00 a.m. and check-out time is 11:00 a.m.

