

# HOUSING CONFERENCE SERVICES PLANNING GUIDE

## CONFERENCE INQUIRY

To begin the inquiry process contact Conference Coordinator, Joe Loera, by phone (916) 278-4982 or email (loeraj@csus.edu) with the following information where applicable

- Contact name and phone number
- Group name
- Event dates (be prepared with a secondary choice)
- Approximate number of participants
- Estimate number of beds needed and if linen service is required
- Meeting room size needed
- Equipment needs (tables, chairs, riser/stages, refrigerators)  
(Groups must supply their own audio/visual needs)
- Request for traditional hall or apartment-style suite
- Desired date for a site visit

Once approved, proceed with the timeline provided below:

## 6 – 9 MONTHS IN ADVANCE

Review the terms and conditions and contact the following services:

### HOUSING CONFERENCE SERVICES

loeraj@csus.edu (916) 278-4982

Submit Housing Conference Services Application. After the application has been submitted, group coordinator will receive a contract reflecting the application. The group coordinator will need to submit the following documents within 14 days of receipt:

- Submit One Original Signed Contract Agreement
- Submit Insurance Certificate and Endorsement

### PRELIMINARY MEAL SERVICE, FOOD AND BEVERAGE NEEDS

The Servery at the Dining Commons (916) 278-4982

### ON-CAMPUS CLASSROOM OR FIELD SPACE RESERVATION

Space Management (916) 278-6507

### UNIVERSITY UNION AUDITORIUM, BALLROOM, BREAKOUT MEETING ROOM

Event Services (916) 278-6743

### **3 – 6 MONTHS IN ADVANCE**

60 days prior to the event start date, submit 50% deposit to Housing Conference Services.

### **2-3 MONTHS IN ADVANCE**

Send correspondence to conference guests, speakers and staff about any parking needs they may have.

### **60 DAYS IN ADVANCE**

Submit Room Guarantee Form (60 day amendment form) reflecting increase, decrease, or no change to original room amount in contract

### **30 DAYS IN ADVANCE**

**Notify The Servery at the Dining Commons at (916) 278-6971  
if there are changes to your food contract (increase/decrease)**

**Contact Conference Coordinator to address the following needs:**

- Schedule a Pre-Conference briefing
- Submit Parking Request Form
- Submit Wi-Fi Log-in access form
- Provide final floor plans/diagrams
- Provide finalized meeting space setup needs (including diagrams)
- Confirm housing check-in and check-out times and locations
- Submit Room Guarantee Form (30 day amendment form) by deadline date. This form locks in rooms requested and is the final chance for adjustments without penalty. Any changes after form submission, including no shows or cancellation, will be charged to the group.

### **2 WEEKS IN ADVANCE**

**Provide your coordinator with a final conference itinerary. Submit the following to the Conference Coordinator:**

- Final parking permit requests
- Final Wi-Fi Log-In request
- Final Rooming Lists (Include names, gender, check-in date, check-out date, room assignments, and any early arrivals or late departures.) Groups are locked in for room numbers at this point.

### **DAY OF EVENT - CHECK-IN**

- Check-In Time: 10:00 a.m. to Housing Conference Services
- Provide finalized details such as a list of commuting guests that will be on the premise or indication of changes to room roster. Pick up keys, fobs, parking permits, internet log-ins, meal cards, emergency information.
- Check- out time: 11:00 a.m.

**FULL PAYMENT OF THE CONFERENCE ACCOUNT IS DUE NO LATER THAN 30 DAYS UPON RECEIPT OF INVOICE**