

Conference Planning Timeline & Checklist

Our staff believes following this timeline and completing the checklist will assist in creating a successful summer program at the University of Houston. Please note that all events are unique and may necessitate other details not listed below. If you need clarification on any items listed, please contact our staff at any time.

Pre-Planning Considerations

During the fall months, the Conference Housing staff prepare for the summer conference season and recruit new groups to book a stay at UH. Completing the following items will ensure the staff and our facilities can accommodate your needs.

Suggested Action Items:

- ___ Contact Conference Housing staff to discuss hosting a summer program at UH.
- ___ Schedule a tour of the campus and housing facilities.
- ___ Complete a Summer Conference Inquiry Form to obtain a quote for requested campus services* (deadline to submit is **January 15th**)
- ___ [Review the Conference Housing Guide.](#)

*If you plan to use the Campus Recreation and Wellness Center, Hilton Hotel or Student Center, please contact their offices to ensure availability.

January - February

Suggested Action Items:

- ___ Review your Certificate of Insurance (COI) for accuracy, ensure dates listed on COI match dates of the conference program & Student Housing & Residential Life must be listed as the Certificate Holder.
- ___ Research and select training for all adults who will be working with minors. Review the [Conference Guide and Guest Policies.](#)

February - March

Conference Housing will provide estimates for approval, followed by contracts for signature. A signed and executed contract formally outlines and secures your requested services.

Suggested Action Items:

- ___ Promptly approve the estimate to proceed with a contract. Review your contract to ensure housing and dining numbers are accurate; these can only be increased by 10% and are the basis for the deposit invoice.
- ___ Items Due: Signed contract, tax exemption documentation and certificate of insurance.
- ___ Item Due: 50% deposit 30-days after contract execution.

30 Days Prior to Arriving at UH

Conference season is underway; please submit all listed documents to Conference Housing staff to best ensure conference details meet your needs.

Suggested Action Items:

___ [Item Due: State of Texas approved Child Protection training verification.](#)

___ Item Due: Verify parking permit numbers. Requests must be made no later than 10 business days before the earliest date of arrival.

___ Item Due: Verify classroom or meeting space needs.

Two Weeks Prior to Arriving at UH

Campus program details should be finalized. Your conference group will be assigned an Onsite Coordinator, they will initiate contact and will serve as your primary point of contact while on campus.

Suggested Action Items:

___ Communicate any scheduled deliveries and storage of items before staff arrival.

___ Request special furniture set up for check-in (two 6-foot tables and 4 chairs are provided).

___ Finalize the number of parking permits needed.

One Week Prior to Arrival at UH

In preparation for your group's arrival, please be sure to discuss all conference details with your Onsite Coordinator. We highly recommend you arrive before program participants.

Suggested Action Items:

___ Item Due: Schedule a face-to-face meeting time with your Onsite Coordinator.

___ Item Due: Finalize roster and submit to your Onsite Coordinator.

___ [Sign up for the UH Alert System.](#)

___ Establish procedures for late arrivals with your Onsite Coordinator.

First Day of Event

Get ready to welcome your participants and have a great event at UH!

Suggested Action Items:

___ Arrive 1 hour prior to scheduled check-in to ensure set up is optimal.

___ Item Due: Provide a final schedule of events to your Onsite Coordinator.

___ Item Due: Review cancellations and no-show attendees with your Onsite Coordinator and sign a copy of a clean roster of checked-in guests.

___ Verify the best mode of communication during your visit with your Onsite Coordinator.

___ Review guest policies with all campers.

UNIVERSITY of HOUSTON

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During Event

Please reach out to your Onsite Coordinator if you have any questions or additional requirements. Remember, the staff is here to help ensure your time on campus is a success in every way!

Suggested Action Items:

- Utilize the 24-hour front desk to report any maintenance concerns or to reach after hours staff.
- Report any lost keys or access cards.
- Report any late arrivals or early departures of participants to your Onsite Coordinator.

Last Day on Campus

Before you depart from the University of Houston, please ensure all participants perform the following tasks:

Suggested Action Items:

- Return all keys (access cards can be kept) during the designated check-out time.
- Remove all interior signage related to your event.
- Remove all items from the common areas.

1 Week After Departure

Conference Housing will review all charges and create a final invoice for payment.

Suggested Action Items:

- Item Due: Please help us to improve by completing our survey concerning your stay.

30 Days After Invoicing

Please utilize this time to review the invoice and submit final payments.

Suggested Action Items:

- Item Due: Any billing discrepancies must be submitted via email to stayatuh@uh.edu within 5 business days of receiving the invoice.
- Item Due: Submit payment in full for all charges.

Thank you for choosing the University of Houston for your event!
We hope to see you next summer!