

Camps and Conferences Planning Guide

In order to arrange a successful event, it takes many months of planning and organizing. Due to this, it is best to begin planning far in advance. The Office of Camps and Conferences recommends that you begin planning at least a year in advance from your event's start date. This amount of time will allow all needed space to be reserved and to avoid conflict. The worksheet below is intended for your personal use only. This sheet does not need to be presented to your event coordinator. If you have any questions or concerns, please contact the Office of Camps and Conferences, (315) 312-2301.

Contact Information

Event Coordinator: __Melissa Paestella__ Phone: _____

Email: __melissa.paestella@oswego.edu__ Cell Phone: _____

Conference Information/Checklist

Title of Event _____

Location _____

Start Date and Time _____ End Date and Time _____

(At Least) One year from start date:

- Complete Camps and Conferences reservation form. This step will be completed once you have received a confirmation for your event.
- Look over the Camps and Conferences Planning Guide.
- Develop a budget.
- Develop a plan/design for event.
- Plan lodging arrangements with your event coordinator.
 - Notify your event coordinator of any early arrivals and include the date and specific arrival time.
 - Request linens, refrigerators and 24 hour coverage of the front desk, if needed.
(Please note: an additional fee will be added for linens and refrigerators).
- Plan for advertising/publicity.
- (AFTER confirmation) Invite speaker/special guest(s) to attend your event.
- Announce site to perspective participants.
- Check program against room reservations to ensure each room will suit your needs.
- Plan for registration and roommate request period **with a cutoff date**. The optimal time for a cutoff date is about four/six weeks prior to the start date.

Six Months from Start Date:

- Make registration available to participants.
- Begin to finalize program/plan for event.
 - Make sure all additional requests are made (for example; microphones, computers, tables and chairs, staging and pipe and drape).

Three/Two Months from Start Date:

- Send tentative schedule of program to your event coordinator.
- Touch base with speaker/special guest(s). Make sure living arrangements are made along with any requests the speaker/special guest(s) may have (such as; microphones or AV equipment).

Four/Six Weeks from Start Date:

- Touch base with your event coordinator to make sure all aspects of your event are correct and to begin finalizing details.
- By this time, the registration and roommate request period should be finished. Send finalized participant list and roommate requests to your event coordinator.
- Confirm the date AND time of early arrivals and normal arrivals with your event coordinator. Make sure all needed linens and refrigerators have been requested.
- Request any needed ID badges, parking passes or welcome signs.

Two Weeks from Start Date:

- Finalize any catering requests with your event coordinator.

One Week from Start Date:

- Touch base with speaker/special guest(s) and event coordinator. If there are any needed last minute changes, notify your event coordinator immediately.
- All additional requests should be made by this time. If they have not been, please notify your event coordinator immediately.

Day of Camp/Conference:

- When guests check in they will be given a room key, along with an ID badge and parking pass (if requested). Failure to return keys will result in an additional charge.
- Check room setups prior to start time to ensure the setup is correct.

