

## Planning Checklist:

# CAMPS & CONFERENCES



### PLAN YOUR PROGRAM

- Develop program objectives
- Determine staffing needs (*coaches, chaperones, volunteers, speakers, etc.*)
- Obtain approval from applicable parties (department heads, supervisors, etc.)
- Make sure you have the required insurance to cover your program

### SET DATES

- Wait until you receive the summer conference season dates before making plans for your conference
- Consult with Conferences & Guest Services (CGS) staff to make sure they can accommodate your group for the dates you selected
- Have a secondary date range in mind in case your first choice can't be accommodated

### ADMINISTRATION

- Prepare a planning timeline
- Review archived materials from past year's conference
- If you do not have a checking account for the conference, consider opening one
- Create a budget based on cost and revenue projections
- Conduct background checks on your chaperones if your participants are minors
- Plan and implement chaperone training. Outline the UA's expectations for the behavior of chaperones [here](#)
- Make sure to read through all contracts/agreements thoroughly. Ask for clarification if needed
- Make name tags or badges
- Order gifts/awards as needed

### ADVERTISING & MARKETING

- Develop an advertising plan
- Create invitations and publicity materials
- Send a save the date to potential attendees
- Send out brochures or other advertisement to potential participants, former participants, parents, schools, association members, athletes, etc.



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- Consider email marketing and/or social media in addition to (*or instead of*) printed materials
- Create or update your program's website
- Finalize printed materials and website
- Design a printed program schedule and other materials for participants
- Create signage
- Final advertising push

### REGISTRATION

- Create your registration process
- Create a website or update existing website/registration/payment information
- Email registration confirmation information to participants and include map, registration/check-in times, shuttle and/or arrival information
- Make sure to ask for all information required to meet the UA Minors Policy

### LOGISTICS

- Determine meeting, athletic space, media, equipment and catering needs
- Contact CGS to get recommendations on what spaces on campus will fit your needs best (*Note: UA classes and events take priority to outside entities*)
- Reserve meeting and athletic spaces needed
- Order all tables, chairs, tech, media, etc.
- Be specific with all of your setup needs
- Contact dining/catering and make all dining arrangements with them
- Adjust catering numbers by the set deadline
- Confirm food/catering, rooms and facilities, and tech/media
- Consider participant movement between locations (*Tucson is hot in the summer!*)

### HOUSING ACCOMMODATIONS

- Submit a Request for Services [here](#)

#### CGS Timeline:

*Request for Services:* 3-6 months prior to group arrival, typically mid-January through March

*Assignment to Dorm:* Begins early February



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**Contracting:** Contracts for existing groups typically initiated in early March

**Finalizes Number of Room Needed:** Program representative notifies CGS of final accommodation needs no less than 30 days prior to arrival

**Staff Outreach:** A staff member will confirm the details of your stay 3 weeks prior to group arrival

**Invoicing:** Within 30 days of group departure

- Submit participant list and program schedule to CGS within 10 days of the program start date
- Set up a time for the CGS staff to provide your participants with an orientation

### TRAVEL & PARKING

- If you have participants that will be traveling from outside of Tucson, provide them with arrival information (such as shuttle services)
- Contact CGS to get campus maps or link to the maps on the UA website to provide your participants with directions
- Contact CGS if you need parking passes or other local parking needs no less than two weeks prior to arrival
- Obtain local maps and information from Visit Tucson at [www.visittucson.org](http://www.visittucson.org)

### SITE VISIT

*This is not mandatory, but highly recommended (particularly if it is your first time hosting your camp or conference at the UA)*

- Meet with CGS to go over accommodation details
- Meet with the department(s) that you will be renting meeting and/or athletic space(s) from
- Meet with dining/catering

### DAY OF

- Set up registration table
- Give registration volunteers check-in procedures
- Be accessible by phone to CGS to communicate changes to check in process
- Post easels and signage directing guests to event location
- Check media in each room as needed
- Check room set-ups
- Have greeters at key locations

