

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 Conference Reservation Request Form to obtain a quote for requested campus services*
- ___ [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 - March

Suggested Action Items:

- ___ Review your Certificate of Insurance (COI) for accuracy, ensure dates listed on COI match dates of the conference program. The COI must be submitted no later than April 1st. Research and select training for all adults who will be working with minors.
- ___ Review the [Conference Guide and Guest Policies.](#)

April 1st

By this date, Conference Housing will convert all request forms to contracts for signature. A signed and executed contract formally outlines and secures your requested services.

Suggested Action Items:

- ___ Upon receipt, review your contract to ensure guaranteed minimum housing and dining numbers are accurate; these will serve as the basis for minimum billing.
- ___ Items Due: Signed contract, tax exemption documentation and certificate of insurance.
- ___ Item Due: Upon contract execution, 50% deposit.

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.

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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!