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 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 chaperons if your participants are minors
☐ Plan and implement chaperon training. Outline the UA’s expectations for the behavior of chaperons [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.
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

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 Hall: Begins early February
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
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

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

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