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.
Planning Checklist:

CAMPS & CONFERENCES

☐ 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
Planning Checklist:
CAMPS & CONFERENCES

**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