



Conference Services

The Place to Inspire

Destination PLU Frequently Asked Questions

- **Who should I contact/coordinate with to plan my event at PLU?**

The PLU Conference Staff will work with you every step of the way to ensure your conference is a success. To reach this office, call 253.535.7670.

- **Can PLU accommodate large group functions?**

PLU has venues that can accommodate up to 3,500 participants.

- **Does PLU have smaller meeting rooms?**

PLU often hosts small meetings and off-site corporate retreats. We have several smaller conference and meeting rooms available for this purpose.

- **How far in advance can I book?**

In general, you may book an event as early as you want. However, there are some academic and lodging venues that will be subject to availability. The Conference Staff can help you identify whether any of your desired facilities are in this classification.

- **Does PLU require a deposit to hold a conference date?**

To reserve a date for your conference, we require a down payment of 25% of the total estimated cost for your event. On occasion, a second installment prior to the event will be required.

- **When is the final balance due?**

PLU will calculate your final balance immediately following your event and you will be invoiced accordingly. Final payment is due no later than 30 days following receipt of this invoice.

- **What method of payment will PLU accept?**

Payments may be made in cash, by check or by major credit card (MasterCard or Visa).

- **Are we able to contract with an outside caterer and/or bring in food for our event?**

PLU policy requires on-campus catering requirements during an event be met exclusively by PLU's Catering Department.

- **Can PLU accommodate special dietary requirements?**

PLU is more than happy and able to fulfill special, health-related dietary needs or preferences for our guests during their stay. These arrangements must be made prior to arrival, so be sure to mention your special dietary requirements to our Conference Staff during the pre-planning stage of organizing your conference.

- **Are we able to cash in the balances on guest meal cards?**

PLU does not issue refunds on remaining meal card balances after a conference.

- **Does the PLU campus have Internet access?**

There is free wi-fi campus-wide for conference participants.

- **Can we bring our own sound system?**

PLU is already wired and set up for most audio/visual needs, including sound. We require all conference guests to utilize the PLU sound and A/V equipment provided, to ensure the best results. If it is determined you have special needs outside of what we normally provide, our Conference Staff and Multimedia Department will help you determine the best set-up that will complement our on-campus equipment.

- **Does PLU have stage fixtures and services available?**

A full array of stage fixtures and services are available to our conference clients.

- **Is there on-campus lodging at PLU?**

During the summer months, we provide on campus lodging for the months of June – August.

- **Does PLU provide bed/bath linens for overnight guests?**

We already account for the linen package with our overnight lodging rates. The linen package for each person includes two flat sheets, one pillow slip, a pillow, a blanket, and a towel and washcloth. We do not offer maid service.

- **Are there on-site athletic/fitness facilities available to guests?**

PLU has many athletic/fitness facility options to choose from. In addition to the Names Fitness Center, we have an on-campus aquatic center and several outdoor courts. Our gymnasium facilities are also available to conference guests when reserved prior to your group's arrival.

- **Is PLU a "green" campus?**

Several PLU buildings are Gold LEED Certified, honoring PLU's commitment to the highest of environmental standards.

- **What should I wear?**

Unless it is the peak of the winter or summer, the Pacific Northwest climate is fairly temperate. We suggest layering and bringing an umbrella with you.

- **Is there off-campus shopping nearby?**

There are gift shops within a short walk down Garfield Street or several major malls located only ten minutes away by car.