



Conference Services

The Place to Inspire

PLANNING TIMELINE

PLU Conference Services encourages planners to schedule as far in advance as possible. We accept reservations for meetings, events, camps, conferences and other functions throughout the year and welcome the opportunity to schedule your function a year or more in advance. Reservations are contingent upon availability of venues (meeting spaces, housing, etc.). To help us better serve you and to assist in your planning process we have provided the following **Planning Timeline**.

4 – 6 months

- Conference or Event Application is completed
- Meeting with Conference Services is scheduled to discuss details of function to include campus service providers if needed
- Planner makes contact with PLU Catering (if applicable) to discuss catering needs for function

2 – 4 months

- Conference Agreement and any other necessary documentation is created and sent to Planner.
- Conference Agreement and any other necessary documentation is signed and returned by the date indicated in the agreement to Conference Services along with the deposit
- Certificate of Liability Insurance is sent to Conference Services
- All preliminary A/V needs (laptops, computer projectors, screens, microphones, etc.) is submitted to Conference Services
- All preliminary staging needs (additional lighting, risers, staging, etc.) is submitted to Conference Services
- Preliminary set up information submitted to Conference Services
- Any other special needs should be communicated to Conference Services

1 – 2 months

- An update on estimated numbers is provided to Conference Services
- All catering menus (if applicable) are confirmed / finalized with PLU Catering
- Final A/V needs submitted to Conference Services
- Final staging needs submitted to Conference Services
- Final set up information submitted to Conference Services

14 working days prior to first arrivals

- Guaranteed number of participants / attendees provided to Conference Services
- Preliminary roster provided to Conference Services (to include room assignments and / or roommate assignments if applicable)
- Guaranteed number of participants / attendees provided to PLU Catering

7 working days prior to first arrivals

- Final roster provided to Conference Services (to include room assignments and / or roommate assignments if applicable)
- At least three (3) copies of final event schedule submitted to Conference Services