

Name of Program _____

University of Puget Sound Conference Services GENERAL INFORMATION SHEET

Deadlines to Note

All items must be submitted **in writing** (via e-mail, regular mail, or fax) to the Conference Services Office by the dates listed. 1500 N. Warner St. #1093, Tacoma, Washington 98416-1093
Fax: 253.879.2975 ❖ E-mail: conferences@pugetsound.edu

	Date specified on form	Preliminary information sheet due
	Date specified on form	Contract & Reservation Fee due
	Two months prior to program	Updated number of participants due
	Two months prior to program	Request for any special accommodations due
	Two months prior to program	Updated copy of program schedule due
	One month prior to program	Guaranteed number of resident participants due
	One month prior to program	Certificate of insurance due
	One month prior to program	Requests for any catering due
	One month prior to program	Initial Set Up diagrams due
	Two weeks prior to program	Guaranteed number of meal service participants due
	Two weeks prior to program	Information on any participants' special dietary requirements due
	Two weeks prior to program	Finalized copy of program schedule due
	Two weeks prior to program	Requests for equipment or Grounds Set Up requirements due
	Two weeks prior to program	Final Set Up Diagrams due
	Five working days prior to program	Preliminary list of participants due
	Five working days prior to program	List due of program staff authorized to make changes on behalf of the program (up to 3 individuals)
	Thirty days after program end	Payment in Full due