



Conference Services Office 2008 Conference Timeline

Due Date	Form / Task	Notes
January 31, 2008	Signed Service Agreement due	Address requests for additional time to Director, Lois Parker at ltpark@wm.edu
90 days prior to arrival	Housing deposit due	Address requests for waiver to Director, Lois Parker at ltpark@wm.edu
60 days prior to arrival	Certificate of Insurance due	
60 days prior to event	Stage / tent / platform request due (<i>inside and outside</i>)	Fees applicable
30 days prior to arrival	Housing guarantee change form due	Guarantee may not be lowered after this date
30 days prior to arrival	Submit request for early arrivals / late departures	Address requests to Director, Lois Parker at ltpark@wm.edu
30 days prior to arrival	Notice of facilities (meeting/athletic space) cancellation due	Full charges for space if not cancelled
30 days prior to arrival	Meeting room setups due	
30 days prior to arrival	Submit IT requests (voice mail, computer usage)	\$100 late fee after this date
30 days prior to arrival	Schedule of events (agenda) due	Send via email to wmconf@wm.edu
30 days prior to event	Catering requests should be submitted	
10 business days prior to arrival	Room setups finalized	Fees will be charged after this date for any changes to room setup
10 days prior to arrival	Meal guarantee change form due	
7 days prior to arrival	Initial rooming list due	\$150 penalty will apply after this date
7 days prior to event	Audio-visual requirements due	
3 business days prior to function	Catering guarantees due	May not be lowered after this date
48 hours notice	Cancellation of transportation	\$75 fee if cancelled with less time
24 hours prior to arrival	Rooming list change form due	
2 hours after check-in	Final rooming list change form due Youth supervisors listing due	\$500 penalty will apply after this time