Conference Services Office
Rooming List Instructions

The initial rooming list should be submitted to Conference Services using the Microsoft Excel spreadsheet provided by Conference Services. This spreadsheet is due at least seven days prior to arrival and should be typed, saved and electronically transmitted to Conference Services via email to your Conference Coordinator. A data entry fee may be charged if you choose not to use the electronic file and late submissions will be assessed a late fee. Once you have submitted the initial rooming list, any further changes must be reported via the Rooming List Change Form.

Down the left side of the spreadsheet is a list of *beds* available to you. The buildings and rooms assigned to your group are listed with one to four entries per room depending on how many beds are in the room.

Please complete the following columns of information:

- "Last" – Please enter each guest's last name here. Please do not use "*" or other symbols to note staff.

- "First" – Please enter each guest's first name here.

- "Gender" – Please designate gender for each guest by entering either a capital letter **M** (male) or a capital letter **F** (female).

- "Room Type" – This column is currently filled in with the maximum capacity of the room. If you do not fill each bed in the room, please adjust this field to read "Single" "Double" "Triple" or "Quad" based upon how many beds you actually use. Only make this change in lines where guests are actually assigned.

- "Check In" – This column currently contains the default arrival date for your conference guests. Please change this date to reflect the actual arrival date for any guests arriving on an alternate date. (*Note: Requests for early arrivals must be approved in advance by Conference Services Director.*)

- "Check Out" – This column currently contains the default departure date for your conference guests. Please change this date to reflect the actual departure date for any guests departing on an alternate date. (*Note: Requests for late departures must be approved in advance by Conference Services Director.*)

Thank you for working with us to provide housing information in a timely fashion so that we can ensure accuracy of check-in materials for your guests. If you have a question about this or any other aspect of the rooming list, please call our office at (757) 221-4084.