



Checklist for Potential Summer Conference/Groups

As you are preparing to contact The University of Montana to inquire or make arrangements for a summer conference or group, please consider the questions below. Having this information will help our staff better assist you when you are making the arrangements.

Housing:

1. How many people will require campus housing?
2. What is the break down of numbers by male and female?
3. What is exact date and time of arrival?
4. What is your exact date and time of departure?
5. Will anyone be arriving earlier or departing later then the scheduled date and time?
6. Will this be reserved and billed as a group or will each participant make reservations and pay individually?
7. Are there any special accommodation needs, if so, send a complete description of those needs?
8. How is your group affiliated with the University of Montana? Non-affiliates will be charged a bed tax.

Dining:

1. How many people will use campus dining facilities?
2. What will be the break down by breakfast, lunch, dinner for specific dates?
3. Are there any special dietary needs, if so, send specific information regarding those needs?
4. Will you need catering for activities such as a banquet or snacks?

Parking:

1. Will your group be arriving in a bus that requires parking? Or
2. Will individuals be arriving in multiple vehicles which you will want to park on campus?
3. How many days will the vehicles stay on campus?

Meeting/Event/Activity Space:

1. What type of meeting space will you need: small breakout rooms, large lecture room, banquet room, recreation space, outdoor space?
2. What Audio/Visual needs do you have?
3. What will your date range be as well as your start and end times?
4. What is the maximum number of participants you are expecting?
5. Are there any specific accessibility accommodations requested?

Recreation:

1. Will your group need a recreation facility?
2. Will your group need access to the swimming pool?
3. Will your group require assistance with any kind of outdoor activities? If so, please describe.