

HOST A SUMMER RESIDENTIAL CONFERENCE

UC Berkeley
Summer Conference
Housing

Planner's Checklist

12+ Months in Advance



- Discuss with your team to set a budget, preferred conference dates, participant count, and meeting room needs.
- Submit your inquiry to UC Berkeley Summer Conference Housing (SCH)

6-12 Months in Advance

- Schedule a site visit, provide conference marketing materials to your SCH sales coordinator
- Review terms & conditions, sign contract, submit deposit payment within 2 weeks of receiving



2-3 Months in Advance



- Plan additional elements of your program, including, catering and special meal needs, parking permits, and A/V equipment, etc. with your group and SCH sales coordinator
- Submit the Major Event Policy Form if necessary

30 Days in Advance

- Submit finalized orders for audio-visual, catering, meeting space, parking, etc.
- Submit a Certificate of Insurance and pre-payment
- Schedule pre-conference briefing



2 Weeks in Advance



- Submit your Housing and Rooming Lists
- Include Early Arrivals and/or Late Departures
- Provide final count for Commuter meal cards

3 Days in Advance

- Limited additions and deletions to the Housing List can be made up to 3 days before check-in
- Communicate all cancellations to your coordinator to avoid No Show charges



Full payment is due approximately 2 weeks after receiving your final bill