

## **Step II: Confirmation of Reservations by Contract**

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In December an official Colorado College contract will be sent to you, the Conference Director, to confirm all agreements and rates. Please be sure to review this information for accuracy of housing and meeting spaces. **The contract must be signed and returned along with the deposit (amount stated in the contract) to the Summer Programs Office no later than the date specified in your contract. Please note that the number of participants listed on the contract is the number you are guaranteeing to the College. If the actual number of participants is less than what is guaranteed, your conference will still be billed for the number of guaranteed participants.** After we receive your contract and deposit, we can begin planning the details of your conference in the next step, Step III.

## **Step III: Conference Services**

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In order to make your event as successful as possible, a meeting is scheduled one month prior to your conference either by phone or on our campus in order to determine the following special services offered. All services are coordinated with a conference liaison for a One Stop Shop option. We **MUST** have a schedule or program of all your conference's events prior to the meeting. We will create a logistics report (sample on page 33), which is shared with all departments below to ensure they are aware of your conference's needs.

- A. Information Technology Services - If you will be using any IT services in the Colorado College campus, please read our policies listed on the next few pages. There are also descriptions of the computer labs, including residential hall labs on page 36. **Wireless access points and connection sharing devices are not allowed on the Colorado College local area network.**
- B. Catering Services – Bon Appétit Catering can provide as little as beverages and light snacks for a break, and as much as a full-course meal for a served dinner. The menus and catering prices start on page 30. Catered meals are coordinated with the Conferences Manager and with LeTina Matheny, Catering Director, at (719) 389-6673.
- C. Room Set-ups – If you are planning on using a classroom or large meeting room, you will need to request a room set-up. Examples of common set-ups are shown on page 89. The charges for set-ups start on page 92.
- D. Transportation – Every now and then a conference group may want to travel off-campus for special sight-seeing tours or airport shuttles. We provide transportation based on your group size and destination. The transportation costs are listed on page 93. Along with these costs is a listing of rental companies on page should we not have availability for your request.
- E. Audio Visual Services – In many instances (such as a dance or a presentation) your conference will need audiovisual services. These services must be reserved two weeks in advance to guarantee the equipment availability. To see the available audio visual services and price list, please refer to page 94.
- F. Campus Safety – The safety and security of conference guests is our number one priority and the Colorado College Campus Safety patrols the campus 24 hours a day and provides information about parking on page 101.
- G. Additional Services – A listing of other important services and charges is provided on page 30. This list includes charges for services beyond your per person room and board rental rate such as photo copies and voicemail.