Step II: Confirmation of Reservations by Contract

In December, an official Colorado College contract will be sent to you by the Conference Specialist 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 Housing and Conferences 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 in the contract, 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

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, which is shared with all the departments below to ensure they are aware of your conference’s needs.

A. **Audio Visual Services** – In many instances a conference may require audio visual services. These services must be reserved two weeks in advance to guarantee equipment availability. Please refer to page 37 for a listing of available audio visual services and prices.

B. **Campus Safety** – The safety and security of conference guests is our number one priority. Colorado College Campus Safety patrols the campus 24 hours a day. More information about campus safety can be found beginning on page 39.

C. **Catering Services** – Bon Appétit Catering can provide a variety of services ranging from beverages and light snacks for a break to a full-course meal for a served dinner. Catering information, including menus and pricing, begins on page 44. Catering is coordinated with the Conference Specialist and Angelina Rice, Director of Catering at Bon Appétit.

D. **Facilities/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 74 and equipment and set-up costs begin on page 75.

**Transportation** – Occasionally a conference group may have a need for airport shuttles or want to travel off-campus for special sight-seeing tours or field trips. We provide transportation based on your group size and destination. Transportation costs are listed on page 78.

E. **Information Technology Services** - If you will be using any IT Services, please read about the Colorado College campus policies beginning on page 79. There are also
descriptions of the computer labs, including residential hall labs on page 81. **Wireless access points and connection sharing devices are not allowed on the Colorado College local area network.**

F. **Additional Services** – A listing of other important services and costs is provided on page 83. This list includes costs for services beyond your per person room and board rental rate, such as photo copies and mail services.