

PLANNING CHECKLIST FOR SUMMER CAMPS, CONFERENCES, GROUPS

	How many people will require campus overnight housing?
	What is the breakdown of numbers by male and female?
	Will there be any minors attending the program? If so, UM's "Minors on Campus" Requirements must be met.
	Live-In Staff members are required for housing minors on campus.
	What is exact date and time of arrival?
	What is your exact date and time of departure?
	Will anyone be arriving earlier or departing later then the scheduled program date and time?
	Are there any special accommodation (medical or physical) needs of any participants?
	How is your group affiliated with the University of Montana? Non-affiliates will be charged a MT State bed tax.
	Be prepared to supply all of the required information for each participant:
	First and Last Name
	Staff or Participant
	Gender
	Staff Contact Information
	Emergency Contact Information
	Arrival Date
	Departure Date
	Preferred Roommate
	Single or Double Room Occupancy Preference
	Special Accommodations
	Contract Meals and Dates