



User Check List

*For more information, contact: Debbie Stiglitz, Conference Coordinator
906.786.5802, x1151 ~ Fax 906.789.6921 ~ stiglitd@baycollege.edu*

- 1 Reserve rooms by contacting Debbie Stiglitz, Conference Coordinator 906.786.5802, x1151 or email stiglitd@baycollege.edu
- 2 Print and fill out form located <http://www.baycollege.edu/confermain.html> or contact Coordinator to assist you.
- 3 Check that the following information is filled in:
 - a. Event Title
 - b. Dates of event - if it is an event that recurs - how often, what days, etc
 - c. Number of participants anticipated (see below for deadlines to confirm)
 - d. Catering - use menu to select menu, quantity and delivery time
 - e. Fill out all billing and contact information
 - f. Fill in quantity of additional items (China, \$1 per setting; Linens or Skirting, \$5 each)
Fill in AV needs and prices per AV sheet. For assistance or questions, contact John Anderson, AV Technician at
g. 906.786.5802, x1131 or andersoj@baycollege.edu
 - h. Indicate room arrangement per diagram.
 - i. Indicate if internet access and/or software setup is needed for the event, be specific about needs
- 4 4 weeks prior to Event
Confirm the use of linens, china, room staff assistance and non-menu items
- 5 2 weeks prior to Event
Exact menu is required and estimated number of attendees
Requests for coffee and rolls or pop and cookies (light refreshments) can be made at this time
Confirm all internet/software needs with the Conference Coordinator. All requests **MUST** be in at least one week prior.
- 6 2 days prior to Event
Confirm number of participants (Must be within 10% of 2 week estimate)
- 7 Catering for groups under 10 will need to be picked up
- 8 Read the user guidelines and sign to agree and include with form. A signature is required to book an event.