Step II: Confirmation of Reservations by Contract

In December, an official Colorado College contract will be sent to you by 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 Residential Life and Housing 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 (sample on pages 91-92), 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 41 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 and provides parking listed on page 47.

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. The menus and catering prices begin on page 58. Catered meals are coordinated with the Operations Coordinator and Maura Warren, Catering Manager, at (719) 389-6673.

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 79 and the charges for set-ups begin on page 78.

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. The transportation costs are listed on page 83. Along with these costs is information on car rental services on pages 89-90.

E. Information Technology Services - If you will be using any IT Services on 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 85. 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 charges is provided on page 88. This list includes charges for services beyond your per person room and board rental rate such as photo copies and mail services.