

RIT Conference Housing

Event Planner's Checklist

STEP 1

Complete and submit application by April 3, 2025

- Complete and submit the Application for Use of Conference Housing
- Include RIT account number
- Include estimated number of participants
- Read and sign the Conference Housing Policies and Procedures
- Notify RIT Dining of all meal needs
- Contact Parking and Transportation for any parking pass inquires

STEP 2

30 days prior to conference

- Contact all conference participants
- Inform participants what items to bring
- Inform participants of check-in times, location, and provide necessary directions
- Inform participants of important contact information etc.
- Notify Associate Director of Housing of any ADA needs or special accommodations
- Submit final linen count

STEP 3

10 days prior to conference

- Submit in writing a final attendance guarantee (if different from the number of participants indicated on the Application for Use of Conference Housing)
- Submit Excel roster of all participants names and gender to Associate Director of Housing
- Submit any preferred roommate requests to the Associate Director of Housing
- Contact the Associate Director of Housing with any changes or updates

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