

CHECKLIST FOR MAY SUMMER PROGRAMS MEETING

NAME OF GROUP _____

Dates _____

On Site Person _____

Cell # _____

Check In/Out Info:

Check In Time(s) _____

Check Out Time(s) _____

Residence Hall Check-In/Out must be outside the halls. Groups over 50 should stagger arrival time to avoid overcrowding in the lobby/elevators. Tables are NOT permitted in residence hall lobbies.

Method of Identification for Campers/ Participants: Required at all times for safety purposes

Please scan and send a photo or bring a sample to your 2 week meeting.

Wristbands___ T-Shirts___ Lanyards___ Other_____

Guests:

Are guests (parents, celebrities, etc.) anticipated? Yes___ No___ How many?_____

Will they eat in the dining room? Yes___ No___

Details (dates/days)_____

Parking Passes:

Specific individuals needing parking passes (staff, etc.) _____

Will staff need to leave the campus frequently? (Linden, Laurel, Pine) _____

Is there anyone else who might need a parking pass? Yes___ No___

Details (dates/days)_____

Additional Spaces Needed *(subject to availability)*

Classrooms, lounges, meeting/assembly rooms, outdoor spaces, courts, Movie Theater, game room

Busses:

Will you be using a bus at any time during your program? Yes___ No___

Details (date/time/purpose)_____