

EVENT COORDINATOR STEP-BY-STEP OUTLINE

1. Identify Camp Coordinator within department
2. Coordinator completes [Request for Services Form](#)
 - a. Event registration deadline: **March 15***
 - b. OWH Publication* deadline: **Feb. 1**
3. Conference Services contacts you to confirm
 - a. Dates
 - b. Prices of housing and dining confirmed
 - c. UNK COVID-19 Event Form submitted
4. Conference Services connects Coordinator with Ryzer contact for demonstration
 - a. Angie Froehlich angie@ryzer.com
5. Conference Services connects Coordinator with Marketing contact to complete the 'UNK Camp Brochure'
 - a. Provide 2-3 high quality pictures
 - b. Additional details as outlined
 - c. Mini schedule, highlights
6. Complete and return within two weeks of receipt
 - a. Conference Agreement
 - b. Confirmation of Services Form
 - c. Youth Activity Registration Form
7. Coordinator confirms with Ryzer for registration to go live
 - a. Send registration link to Conference Service Staff to put on "unk.edu/camps"

Two Weeks Prior to Camp

1. Registration closes (consider Early Bird Rate ending at this point or 30-days out)
 - a. If late registrations permitted note guaranteed #'s billable
2. Coordinator emails to Conference Services
 - a. Guaranteed Minimum Form for dining and housing numbers
 - b. Housing Flat Sheets
 - c. Provide final itinerary including mealtimes
3. Youth Activity Safety Forms returned
 - a. State and Federal Sex Offender online check of all adults
 - b. Activity Worker Acknowledgement Form

1 Business Day Prior to Camp

1. Coordinator emails any roster changes and cancellations
2. Access provided for supplies to stage if needed, for Check-In and set up