Pre-Conference Checklist

We look forward to hosting your conference here at the University of Washington! We hope this checklist will assist you in planning your event. The following is a list of items to help you work within University guidelines. This list is merely a starting point and is meant to evoke questions and ideas.

Conference Scheduling

We would appreciate receiving a detailed schedule of your event including the following components as soon as they become available:

- Sponsor arrival time
- Session times
- Lunch breaks
- Other breaks
- Equipment needs per session

Event Catering

University Catering is the main catering service provided on the University of Washington campus. You may, however, opt to select a licensed caterer of your choice.

_UW Catering_
206.685.2051
catering@u.washington.edu
http://hfs.washington.edu/catering

When catering is provided at an event (regardless of caterer), we ask for the following information:

- Caterer name
- Contact person and telephone number
- Catering arrival/pick up times
- Type of food to be served
- Location food will be served

If you decide to use a caterer besides UW Catering, a Food Permit is required. Your group is responsible for monitoring your catering. Coffee may not be brewed on-site.

Parking on Campus

Please contact University Parking Services if you expect a large amount of vehicle traffic during your event. Information regarding public transportation is also given from this office.

_UW Parking Services_
Jo Anne Taylor, Special Events Coordinator
206.685.7167
specevnt@u.washington.edu
http://www.washington.edu/admin/parking

Requesting Equipment

Below is a list of all the equipment that can be provided for your event. Please select the equipment you will be using and contact us for the prices. Equipment cannot be guaranteed if requested on short notice.

- Audio recording
- Bulletin/Whiteboards
- Cassette player/recorder
- CD/Cassette player
- Data/Video projector
- Desktop computer
- Easels
- Ethernet
- Laser pointers/PowertPoint remote
- Microphone
- Miscellaneous (extension cords, microphone stands, etc.)
• Mixer/Preamplifier
• Office/Storage space
• Overhead projector
• Panel of speakers
• Phone line
• Piano/Organ
• Podium with microphone
• Screen

• Slide projector
• Telephone
• VHS/DVD player
• Video recording
• Video uplink/downlink
• Wireless microphone (handheld and lavalier)

Please call our office to schedule an equipment test at least 2-3 weeks prior to your event. This is also the best time to test any laptops you will be using at your event.

Requesting Furniture

Many of your furniture requests can be met by our facility. Furniture is available at no additional charge. You may utilize the spaces inside or outside of the rooms you are renting as long as aisles and doorways remain unobstructed. Quantity is limited. You may need to rent additional tables from a rental company (please see references below). The following items are available:

• 6ft tables
• 8ft tables
• 10ft tables
• Chairs
• Black skirting (no tablecloths)

Signage

There are restrictions on where and how you can hang signs in the lobbies and the rooms. Please contact us for more information.

High Security Events*

• UW Police
  Craig Wilson, Event Scheduling Sergeant
  206.685.5258
craigw@u.washington.edu
http://www.washington.edu/admin/police/

• Contemporary Services
  206.292.5165

A/V Equipment & Lighting Rental*

• AV Pro Inc
  206.343.3123
www.av-pro.net

• American Music Rentals
  206.547.9609
www.americanmusic.com/rentals

• Maland Communications
  800.218.0110
www.maland.com

• PNTA (Lighting)
  206.622.7850
www.pnta.com

Furniture Rental*

• AA Party Rentals
  425.640.5547
www.aaparty.com

• ABC Rentals
  877.939.7368
www.abcrentals.com

• Abbey Party Rentals
  800.892.2239
www.abbypartyrents.com

• GES Exposition Services
  425.251.6565
www.ges.com

Lodging*

• UW Conference Services
  206.543.7636
http://hfs.washington.edu/conferences/

• Best Western University Tower Hotel
  800.899.0251
www.meany.com

• Silvercloud Inn
  800.205.6940
www.silvercloud.com

• University Inn
  800.578.7878
www.universityinnseattle.com

• Watertown Hotel
  866.944.4242
www.watertownseattle.com

*Listings courtesy of the Yellow Pages