**Follow-up meeting topics**

During our follow-up meeting, we’ll discuss the following topics. You may find it helpful to bring your anticipated schedule, participant registration information, and planning documents.

**Verify basic reservation information**
- Contact information
- Insurance information
- Estimated numbers
- Arrival and departure dates and times

**Gather more information about**
- Confirm meals needed (numbers, dates, times, meal cards, dietary needs, commuters, catering, etc.)
- Confirm housing needs (number of rooms, hall, linen, accessibility, separation by gender, internet access, etc.)
- Discuss check-in and checkout options and timeframe
- Discuss staff space needs (rooms, storage, camp stores, etc.)
- Discuss chaperone expectations and ratios
- If parking is needed, we’ll discuss options, as well as loading and unloading
- If other UHDS spaces or services are needed, we’ll solidifying those and confirm set-up needs, costs, etc.

**Discuss changes for upcoming summer and review policies and deadlines**
- Discuss changes for upcoming summer
- Review deadlines for providing UHDS meal information and meal schedule
- Review information about the guarantee policy and deadlines
- Confirm billing information and review discounts cancellation policy