

## **Follow-up meeting topics**

During our follow-up meeting, we will 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](#) (located on the bottom of the page)
- 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 arrival and departure set-up options and timeframe
- Discuss staff space needs (rooms, storage, camp stores, etc.)
- Discuss chaperone expectations and ratios
- Youth Participant access desired
  - Traditional: No exterior building access
  - Limited Access: Youth participants have limited exterior building access from 7:00am – 7:00pm daily
- If parking is needed, we will discuss options, as well as loading and unloading
- If you need other UHDS spaces or services, we will be solidifying those and confirm set-up needs, costs, etc.

### **Communicable Disease Planning**

- The most recent OHA guidelines for Youth Sector Overnight Activities will be encouraged
- Recommend creation of a Communicable Disease Management Plan - [Management Plan Template](#)

### **Review policies and deadlines**

- [OSU Protection of Minors](#) policy, [OSU Standards of Behavior](#), and submission to the [OSU Youth Program Registry](#)
- Review deadlines for providing UHDS meal information and meal schedule
- Review information about the guarantee policy and deadlines
- Confirm billing information and review discounts and [cancellation policy](#) (located towards bottom of the webpage)
- Please refer to the OSU UHDS [Residential Conferences and Timeline](#) and Deadlines Document