
Utah State University 3rd Parties Planning Guide

Table of Contents

Welcome.	3
Where do I begin?	4
Suggestions for Planning your event	6
Deadlines and details to remember	9
Night Plan Information	11
Overnight Accommodations	12
Catering/Meal Information	13
Activities with Pricing	14
Planning workshops.	17
Service projection Options.	18
Financial Policies.	19
Insurance, Liability, and Responsibility.	20
Lodging Policies and Procedures.	21
Topics to Discuss with Your Group in Advance.	22
Packing List.	23
Chaperone Guidelines.	24
Transportation & Parking.	25
Arriving at Utah State University	26
When It's Time to Depart Utah State University.	27
Appendix.	28
FAQ's	29

Welcome

Utah State University is proud to be hosting your event this summer on our beautiful campus!

You will find that most of your questions can be answered by reading the material in these pages. If you have additional questions, please contact us, or visit our FAQ page on our youth website.

Mail

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- Where Do I Begin? -

① **Involve Youth (young adults ages 12-18)**

Partner with young people in all steps of design and execution. As adults, seek out training on topics such as positive youth development to prepare you and your adult committee members to work with youth.

② **Develop Your Goals and Objectives**

Creating a clear purpose and implementation plan as a multigenerational team will provide direction for program designers, define desired outcomes, and help you get buy-in from decision-makers. Once the purpose has been defined, develop the execution plan that lays out resources, staffing, recruitment, training strategies, program content, monitoring, and evaluation.

③ **Identify Resources and Establish Your Budget**

Begin by creating an estimate of the resources needed to successfully accomplish your goals and objectives. Financial support for youth programs ranges from stipends for youth volunteers to small grants for youth-led organizations. Consider corporate sponsorship, donations, and registration revenue.

Next, establish your budget. Below are some of the expenses associated with an event.

- Venue rental
- Audiovisual
- Equipment rental
- Guest speaker fees
- Registration platform
- Meals
- Overnight accommodations
- Marketing – creative services and web design
- Entertainment
- Parking and transportation

④ **Create a Master Plan**

Creating a master plan ensures every aspect of the program remains on track and makes it easier to communicate with youth and adult committee members about their roles and responsibilities. Ensure that you provide young people with meaningful roles, empowerment, support, mentorship, training, and protection.

Consider the following items to provide structure to your plan.

- Logistical requirements
 - Equipment
 - Audiovisual
 - Meals
 - Overnight accommodations
- Guest speakers and presenters
- Engaging activities
- Publicity and promotion
- Registration
- Adult staff and volunteers
- Insurance
- Safety – adult to minor ratios, emergency procedures
- Training

⑤ Set Your Date and Reserve Accommodations and Venues

Secure meeting and event space, classrooms, computer labs, outdoor areas, athletic fields, dining options, and overnight accommodations for staff and participants. Utah State University is the perfect location for providing a safe and affordable environment.

⑥ Choose a Date and Time for a Tour with Your USU Coordinator

Select a date to visit campus for a tour of Utah State's beautiful campus and facilities. Leaders from years past have found this tour to be an extremely valuable aid. These tours are best done in April and May.

You are now ready to promote your event and execute your plan.

Over the past two years, we have worked with Event Services' coordinators to engaged Cvent technology solutions to help us achieve a successful in-person, hybrid, and virtual event.

USU Youth Programs

Suggestions for Planning your Event -

- Form a planning committee for your event.
 - o Include both adult leaders and youth in this committee.
- Determine your event's goals and theme.
- Create a planning timeline with dates and deadlines specific to your group.

Suggestions for Determining Goals and Setting a Theme

- Have a contest to design a logo that incorporates your theme and print the logo on T-shirts for the youth to wear during the event. This will help foster enthusiasm and unity within your group.
- Print booklets that incorporate your logo and distribute them to the event participants. Things to include in the booklet: your departure times and where to meet; campus maps; dress code and code of conduct; who to contact in case of injury or emergency; sheets for taking notes during workshops; journal pages to record their experiences, etc. *(Final program agendas and campus maps will be provided to leaders on the day of arrival. Agendas can be sent out to the chairman prior to the event.)*

Mock Ward Youth Conference Schedule

THEME: Growing as a Disciple of Jesus Christ

Count: Youth: Female=15, Male=14

Adult: Female=5, Male=3

Total:38

Day	Time	Event	Location
Day 1	9:00-10:00 am	Arrive at church Devotional	Church
	10:00-11:00 am	Drive to Logan	
	11:00-1:30 pm	Lunch and Water Fun (Canoes, Paddleboards, Kayaks)	Canyon Entrance Park Pavillion / First Dam Beach
	2:00-3:00 pm	Check In	USU Housing
	3:30-5:30 pm	Swimming	Logan Aquatic Center
	6:00-7:30 pm	Dinner	USU Cafeteria
	7:30-9:00 pm	Board/ Card Games	Classroom
	9:00-10:00 pm	Evening Devotional	Auditorium
Day 2	8:00-9:30 am	Breakfast	USU Cafeteria
	10:00-11:00 am	Art & Design Tour	Art Building on Campus
	11:00-12:00 pm	Card games/Down time	USU Housing or on green space
	12:00-1:30 pm	Lunch	USU Cafeteria
	1:30-3:30 pm	Field Games w/ ice-cream - 9- square - Water Dodgeball - Tug of war	Quad
	3:30-5:30 pm	Scavenger Hunt	USU Campus

Utah State University Summer Youth Conferences Planning Guide

	6:00-7:00 pm	Dinner	USU Cafeteria
	7:00-8:00pm	Evening Devotional	Auditorium
	8:00-10:00 pm	Dance	Green space/ Room
Day 3	8:00-9:00 am	Breakfast	USU Cafeteria
	9:00-10:00 am	Checkout	USU Housing
	10:30-1:30 pm	Temple Appointments	Logan Temple
	1:30-2:30 pm	Eat out for lunch	Restaurant
	2:30 pm	DRIVE HOME	

Deadlines & Details to Remember

Six to Two Months Before the Conference

- Plan your group's agenda and tell your USU program coordinator what if any **Additional Activities** (pg. 14-15) you would like to add.
- Your USU program coordinator will send the **Housing Rooming List** in the form of an excel file - More information and instruction to come with rooming list.
- Conduct monthly zoom meetings with your USU coordinator to ensure proper communication. **(3 meetings total, one including an onsite or virtual tour)**
- Conduct meetings with event participants and parents to foster enthusiasm and inform.
- Arrange for a sufficient number of adult chaperones for the size of your group. **(One adult chaperone is suggested for every eight youth).**

30 Days Before the Conference

- Submit **Final Numbers** and Receive **Rooming List** from your USU coordinator.
- Specify number of extra guests attending each meal. *(Additional costs to your final number count)*
- Make arrangements for transportation to and from the event. Please see Transportation and Parking (pg. 25).
- Ensure that parking passes have been obtained for all drivers (pg. 25). Your USU program coordinator will provide your chairperson with a parking code prior to arrival.
- Your USU coordinator will provide a map and a list of all your reserved spaces, including directions on where to park.
- Discuss leading positions within your group (parking leader, youth leader, luggage leader, check in leader, activity leader, etc).
- Your USU coordinator will send you instructions for how check in should look like and what you should expect. (pg. 21)

Two Weeks Before Your Conference

- Pay your group's **Second** deposit. Your USU program coordinator will email your group's final invoice within **30 days after your event**.
- Submit the **Dietary Restrictions** for your group.
- Hold a training meeting with all chaperones and adult supervisors. Distribute and discuss the **Chaperone Guidelines** (pg. 20).
- Meet with participants to discuss rules and expected behavior (pg. 22).
- Confirm with your USU coordinator that all waivers are sent for any **Additional Activities** (pg. 14-15)
- Housing List is due 10 business days in advance to your USU coordinator with all needed names and bed spaces filled in the given excel sheet sent.

**(Rooming lists that aren't submitted within 10 business days deadline will be subject to late fees.)*

The Day of the Conference

- Obtain parking passes from your group's USU program coordinator.

After the Conference

- The remainder of your invoice will be refunded back to your group, with any deductions for damages, lost keys, or any unforeseen expenses at the conclusion of your event.
- USU Event Services will send an evaluation of our services. Please complete this evaluation and give us your feedback!

1 Night Plan

Total Package Price

- USU Campus Coordinator
- 2 Classroom for 2 hours
- 1-2 hours Green Space
- **10-20** One-day parking passes

Under 100 -----\$950.00*

Over 100 -----\$1,150.00

2 Night Plan

Total Package Price

- USU Campus Coordinator
- 2 Classroom for 4 hours
- 2-3 hours Green Space
- **20-40** One-day parking passes

Under 100 -----\$1,150.00*

Over 100 -----\$1,500.00*

3 Night Plan

Total Package Price

- USU Campus Coordinator
- 2 Classroom for 6 hours
- 3-4 -hours Green Space
- **40-60** One-day parking passes

Under 100 -----\$1,300.00*

Over 100 -----\$1,800.00*

Overnight Accommodations

**Bednights refers to the number of beds reserved per night*

\$24.50/pp – Over 200 Bednights

\$28.50/pp – Under 200 Bednights

For additional information or virtual tours of housing

[Housing Services | USU](#)

Catering / Meals Information

Below is a description of the pricing for catering/meals. All will be coordinated by the USU Event Services staff and facilitated by USU catering staff. *All meals will be held at the Marketplace in the Taggart Student Center.*

Breakfast Pricing

\$10.50/person/meal

Lunch Pricing

\$12.50/person/meal

Dinner Pricing

\$14.50/person/meal

More catering options available upon request, contact your coordinator for details.

<https://www.usu.edu/catering/menus/>

Event Youth Program Activity Choices with Pricing

Below is a description of the activities that can be chosen in youth program packages. All will be facilitated by the USU Event Services staff and coordinated with vendors if necessary.

Your USU Program Coordinator will provide online waivers for certain activities if selected.

Aggie Games

Grass Volleyball, climbing wall, water games, our Famous Aggie Ice Cream, and a variety of other activities are organized and supervised by our energetic staff for fun on the Quad. In the event of bad weather, the games will continue outdoors unless lightning requires games to be moved indoors. If moved indoors, Aggie Games will be substituted with team building activities.

Typically, FRIDAYS 1:30 - 3:30pm, times can be negotiable.

Participants will want to wear clothing they do not mind getting wet. Keep in mind white or light colors and thin fabrics may be see-through when wet.

Minimum ----- \$2,000*

Some restrictions may apply based on schedule and availability.

Dance with a live DJ Coordination

Some restrictions may apply based on availability (Recommended for 100 or more participants)

Includes: Dance Location rental, Event Staff to facilitate, and water station

Best dress recommended but not required. (Ties, slacks, modest skirts, and dresses are preferred)

(Recommended for 100 or more participants)

Ask About: DJ Services

\$400

Catered Banquet

DOES NOT INCLUDE FOOD COST

Includes: Banquet room rental, AV/Tech Services, Catering Staff to facilitate, and a full service catered buffet. Some service styles presented with full table settings that include linen, china, glassware, silverware, menus, centerpieces, and service ware.

Approx 80 pp ----- \$1,000*

Approx 300 pp ----- \$2,500*

Keynote Speaker

Includes: Classroom rental and set up, Office of Events Staff to facilitate. Coordination with Institute, 1 hour talk by institute speaker.

Best dress recommended but not required. (Ties, slacks, modest skirts, and dresses are preferred)

\$220

Event Youth Program Activity Choices with Pricing

Below is a description of the activities that can be chosen in youth program packages. All will be facilitated by the USU Event Services staff and coordinated with vendors if necessary.

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Cornhole Tournament

Includes: 4 Cornhole sets, 3-hour Green Space reservation on section of the quad, Rental Equipment Set/Pick up, Rain Back up, Score sheet, and cornhole playbook
\$475

Aggie Ice Cream Social

Includes: Coordination with Aggie Ice Cream, Includes Tables, chairs, spoons, bowls, 1 10 quart of Aggie Ice cream, and Delivery/Set to desired location.

Ask About: A visit from Big Blue!

Approx. 80pp ----- \$300

Additional Activities

Below is a few of the activities that can be added to your youth program packages.

*Please review your **Pricing Guide** for more activities*

Your USU Program Coordinator will provide online waivers for certain activities if selected.

Campus Tours

<https://caas.usu.edu/tours>

Campus Recreation

<https://www.usu.edu/campusrec/facilities/reservation-rental/>

Challenge Course

<https://www.usu.edu/campusrec/outdoor/challenge-course/>

Outdoor Program Rentals

<https://www.usu.edu/campusrec/outdoor/op-shop>

USUCU Customizable Presentations

Campus Scavenger Hunt

Planning Workshops

Workshops will be held during the designated times on your **Agenda Worksheet**.

Organization's Responsibility

- Select devotional topics and schedule speakers.
- Plan games and activities your group will be facilitating.
 - i.e. dance instruction, ice-skating, or a hike up Logan Canyon
 - Other examples listed on **Additional Activities** (pg. 14).
- Inform your USU program coordinator of any **Event Youth Program Activity Choices** your group would like USU Event Services staff to facilitate.
- Arrange transportation if your group decides to go off-campus.
 - Inform your group's USU program coordinator of the room style, capacity and any audiovisual requests needed for classrooms or fields your group would like to use for workshops.
 - Please note there *MAY* be additional charges for audiovisual requests or pianos.

USU's Responsibility

- Coordinate/ Facilitate the **Event Youth Program Activity Choices** requested by the group (pg. 14-15).
 - Schedule any on campus classrooms and fields for workshops.

Workshops You Could Facilitate

Listed below are a variety of activities you can facilitate during your group's workshop times. USU has several classrooms of all kinds of set-up, gyms, and greenspaces of all types. If your group has a unique idea for a workshop, notify your USU program coordinator and we can turn that into a great activity for your group's youth. We can provide materials for a minimal fee.

- Hikes around Cache Valley (Crimson Trail, Wind Caves, Tony's Grove).
- Visit the grounds of the Church of Jesus Christ of Latter-Day Saints Logan Temple.
- Service project: reach out to organizations or individuals in your area that are participating in service projects and may need additional help. Groups can bring materials to campus and assemble the service project items here.
- Visit a retirement home or assisted living center.
- Place a group reservation at fun centers around Cache Valley, such as an ice-skating rink, trampoline park or arcades.
- Plan an activity that mimics an Amazing Race, either around campus or Cache Valley.

Service Project Options

Most organizations have a hard time keeping groups larger than 50 people busy, so be sure to contact them well in advance to discuss opportunities for your group. Please note that some of these activities may include a small fee to arrange for tables and chairs to be delivered and a per item charge. Groups interested in arranging buses through Utah State University need to contact Robbie Gerber 435-797-0860.

Cache Valley Volunteer Website

This website lists possible volunteer activities for groups that want to help on a one-time basis. Check it out! www.cachevolunteercenter.org or www.justserve.org

American West Heritage Center

Contact Information: 435-245-6050 – <https://www.awhc.org/volunteer/> Groups will assist with everything from gardening to cleaning walkways, painting, planting vegetables and general upkeep.

The Family Place

Contact Information: 435-752-8880 – serve@TheFamilyPlaceUtah.org

Common Ground

Contact Information: 435-713-0288 – Main Office

Volunteers will help in providing outdoor recreation for youth and adults with disabilities, gardening and painting.

Boys and Girls Club

Contact Information: 435-752-5448

Volunteers will be needed to aid in facilitating activities and reading to children, along with some gardening/outdoor work.

Cache County Senior Center

Contact Information: 435-716-7190

Some of our past groups have spent their time visiting the Center's patrons, teaching basic computer skills.

Providence Assisted Living Center

Contact Information: 435-792-4770

Your youth group can visit with the residents, entertain them with singing, share stories, and play bingo or other games. All volunteers are welcome.

Sunshine Terrace Foundation

Contact Information: 435-452-0411

Past groups have staged programs including singing, instrumental mini-concerts, and storytelling.

Legacy House of Logan

Contact Information: 435-294-3519

Your youth group can visit with the residents, entertain them with singing, share stories, and play bingo or other games. All volunteers are welcome.

Cache Valley Assisted Living and Memory Care

Contact Information: 435-492-4770

Your youth group can visit with the residents, entertain them with singing, share stories, and play bingo or other games. All volunteers are welcome.

Financial Policies

Payment Policies and Procedures

- Each group must pay a deposit to secure their event dates. Groups will adhere to the cancelation policy listed below. Any damages or fees accumulated during your event will be deducted from the deposit and the remaining amount will be returned to you via check at the conclusion of your event. If the total of end-of-program expenses exceeds the security deposit amount, your group's USU program coordinator will ensure that an invoice is sent with a summary of fees due.
 - Examples of fees include charge for lost keys, lockouts, movement of furniture or any other unforeseen damages.

Notification Prior to the Event to be Cancelled	Percent of Deposit
5 Months	0%
4 Months	10%
3 Months	15%
2 Months	25%
1 Months	50%
2 Weeks	75%
Less than 2 Weeks	100%

- Your second deposit will apply in addition to this policy (*both deposits combined will be deducted*)
- A confirmation detailing the expenses and balance due will be given to the chairperson shortly after final numbers have been submitted.
- When your group's USU program coordinator has received your final numbers, your USU coordinator will generate an invoice reflecting your final numbers and any other additional meals, facilities, or equipment your group may have requested. **Final deposit of your event's balance is due prior to your arrival for your event at USU.**
- Payments can be made via credit card or check. Note that payment with a credit card will result in a 3% service fee.
 - Checks must be mailed to the following address:
LB 413135
USU Conference Services
PO Box 35146
Seattle, WA 98124-5146
 - To pay via credit card, please call our registration office at 435-797-0424.

Insurance, Liability & Responsibility

Insurance and Liability Responsibility

As chairperson for your event, it is your responsibility to ensure that your youth program is covered by a general liability insurance policy (If you are a ward or stake within The Church of Jesus Christ of Latter-day Saints, the church already provides this policy for you). This policy should cover at least \$2,000,000 per occurrence, name Utah State University as an additional insured, and have a 30-day notice of cancellation provision.

Should an accident occur, your USU program coordinator will assist you in acquiring emergency assistance. Injuries requiring medical services will be treated at the emergency room of the Logan Regional Hospital or Cache Valley Specialty Hospital. The injured party is responsible for all financial obligations incurred and for any subsequent treatment necessitated by the injury.

Chaperones

Your group's chaperones are responsible for providing constant, competent supervision of the youth. **USU Event Services staff will provide event coordination, not chaperone services.** USU recommendation is one chaperone to every eight youth in participation.

Whereas your USU program coordinator and other USU staff will be present at your group's check-in and other activities throughout your event, they do not fulfill the role of a "camp counselor." It is your responsibility to chaperone your youth and actively participate in the program's activities.

Additionally, your group's chaperones will be required to complete a short youth safety training prior to the start of your event. Your USU program coordinator will work with you to ensure that all chaperones have access to and complete the training.

Lodging Policies and Procedures

Lodging Policies

USU reserves the right to maximize the use of its lodging facilities and it is not always possible to assign your group exclusive rights to a residence hall if it has not been filled by your group alone. Your courtesy and consideration in working with other groups by properly chaperoning your youth is expected.

Groups are allowed access to their residence hall according to plan type. Refer to your agenda worksheet for your group's check-in time. Check-in times can be adjusted as needed, but check-out times are firm.

All groups will need to be completely checked out of rooms by or before 10:00 am on the day of your departure. If needed, groups can store luggage before check-in or after check-out. Please communicate your needs to your USU program coordinator prior to your arrival.

Important Fees Notification

If mattresses and furniture are moved, your group will be assessed a **minimum \$100.00 fee**. (\$50 fine and \$50 per item moved.) This is easily avoidable! Require chaperones to check each room and ensure mattresses and furniture are back where they belong prior to check-out.

Room Check-in

After orientation, key cards will be given to the group chairperson, who will be responsible for distributing keys to all other participants. Key cards will be organized in a binder by alphabetical order according to last name. Large groups can request to have their binders separated into smaller sub-groups or residence hall floors. Once keys have been handed out, the key binders and rosters (more information at check-in) must be returned to the housing office. ***Please indicate your preference when submitting your housing rooming list.***

Keys

Charges may be assessed if groups lose any USU Housing room keys. These charges will be deducted from the group's security deposit and it will be the group's responsibility to collect from participants. (Each lost key is a **\$10** charge).

Residence Hall Hours

Outside doors/outer entrance of all residence halls are locked at 10:00 p.m. and unlocked at 8:00 a.m. The main lounges are only available to youth groups upon **prior** request.

Room Check-Out

Chaperones are responsible for overseeing the following check-out procedures:

- Removal of sheets and pillowcases from beds and placement on residence hall mattresses.
- Return of all furniture to original location.
- Return of all key cards to the USU Housing office.

Topics to Discuss with Your Group in Advance

Guidelines for Behavior

It is impossible to list all of the "do's and don'ts" youth program participants will be expected to follow. We expect that youth and adult leaders conduct themselves in an upstanding and responsible manner.

The rules we uphold are enforced to ensure that all participants enjoy and benefit from their participation. Actions that jeopardize this right for others will not be tolerated. The University reserves the right to dismiss individuals or groups who violate the rules governing youth conferences.

Responsibilities of Youth Program Participants

There are certain risks that you assume when participating in physical activities as a part of your youth program. Every effort will be made by your assigned administrators to keep facilities and equipment in good condition. However, you as the participant also have a responsibility for your own safety. If you perceive a situation to be potentially dangerous for you or your fellow participants, you must report it to your USU program coordinator. This would include, but should not be limited to:

- Equipment that is broken or in need of repair
- When you are not feeling well or are unduly fatigued
- When you have unusual difficulty performing a skill

For your safety, you are obligated to follow the rules and regulations set by your USU program coordinator. This includes wearing the proper dress and protective equipment when necessary. If you choose not to use such protective equipment, you do so at your own risk. Should an injury be incurred during participation in a youth conference activity, inform your USU coordinator immediately.

Please discuss with your USU program coordinator any known physical problems which may limit individual participation in the youth program.

Rules to Address

- Quiet hours are between 10:00 p.m. and 7:00 a.m.
- Throwing objects out of the residence hall windows is strictly prohibited. This action will result in a fine and eviction.
- Do not rearrange or remove furniture from the rooms or lounges (\$50 Fine + \$50 per item moved).
- Be respectful to others.
- No water balloons or water fights.
- No fireworks are allowed on campus. Discovery of such will result in being sent home.
- Abusive language will not be tolerated.
- No alcohol, drugs, smoking, or pets allowed.
- Gambling of any kind is strictly prohibited.
- ☒ No weapons of any kind are allowed on campus.

Packing List

Items Provided by USU:

- Sheets
- Pillow and pillowcase
- Toilet Paper

Items for Participants to Bring (*USU will not provide these items*):

- Blanket or sleeping bag
- Personal Toiletries (towel, shampoo/conditioner, soap, hand soap, skincare, etc.)
- Sports clothing for participation in athletic activities
- Personal journals/notepads and scriptures
- Personal spending money
- Extra blankets, jackets, and warm clothing for events held in early summer
- Optional: Special sports equipment, such as tennis racquets, balls, gloves, and bats must be provided by the group. (Limited amount of equipment may be lent out during recreation activities.)

Chaperone Guidelines

A successful youth conference often depends on the quality of adult supervision provided by the group. As a chaperone, you have an important responsibility to your youth. Listed below are some guidelines that will help you fulfill your responsibility and make your event a success.

1. You represent your organization. Set an example to your youth by conducting yourself in a positive, supportive and responsible manner.
2. We suggest one chaperone to be assigned and responsible for **every eight youth participants**.
3. Meet with the youth to discuss the conduct and dress standards set by your group.
4. Awake participants in time to dress and be ready for morning activities.
5. At least one chaperone should go through the residence hall before each activity to give directions to stragglers and to keep youth from staying in the halls.
6. Attending all activities and joining in the fun promotes friendship with your youth and provides opportunities for teaching moments. Be sure all youth assigned to you are present and on time for each activity and that they are wearing their wristbands.
7. Chaperones are responsible for making sure that all youth are in the residence halls before lockup time. Account for each youth before going to bed.
8. Chaperones are responsible for all check-out procedures (*listed on pg. 17*).

Transportation & Parking

Transportation

Transportation to Utah State University should be arranged well in advance of your conference. If you need to contact a commercial bus company, a written, firm commitment of cost should be obtained from them. When making transportation arrangements, be sure to consider the following:

- Determine the number of buses/vans/cars you will need and ensure these vehicles will adequately handle the amount of luggage each person will bring.
- If you contract with a transportation company, will they require a per diem for their bus driver? Is this calculated into their cost estimate? Don't forget to plan on a cash tip for the driver.
- Allot an appropriate amount of drive time to campus.
- Assign individuals to buses/vans/cars with their chaperones whenever possible.
- Provide each driver with detailed maps, along with the location for check-in and pick-up.
- Provide each driver with clear instructions on where to park while on campus.
- Determine and communicate the planned pick-up and drop-off times and location.
- Secure insurance coverage for the transit as well as participation in conference activities

Parking

- Parking Passes will be obtained through your USU coordinator. Your chairperson will receive a parking code that will be shared only with your drivers. This code be used at the Parking terrace **upon parking in the stall**.
- Parking costs will be charged after your event (*how many codes were used*).
- Your parking code will be given to drivers upon arrival. Drivers must show 15 minutes early to receive their parking code. Your parking code will allow you to park **only in designated lots near your residence hall** and anywhere else your USU program coordinator may direct you.
- If you park in an area outside of the parking pass or at parking meters, you will be held financially responsible for any parking violations you are issued.
- If you plan on parking a bus or any large trailers throughout your event, please make arrangements with your USU program coordinator prior to your arrival.

Arriving at Utah State University

Registration

How smoothly and quickly your registration goes depends largely on YOU! Please arrive on time.

- The chairperson should arrive 15 minutes ahead of the rest of the group to work out changes to the removing list or financial matters.
- Once your whole group arrives, **please have everyone leave their belongings in the vehicles until after orientation.**
- As soon as all of your group have arrived, we will start Orientation. At this time, we will briefly acquaint you with Utah State University, review the rules we expect youth conference participants to follow, and answer questions about the activities planned for your group.
- **Following orientation**, key cards will be given to the conference chairperson to distribute to all other participants. Once key cards have been passed out everyone is welcome to gather their belongings from their vehicles and bring them to their room.
- Now it's time to witness first-hand all the fruits of your labor, and we are certain your dedication and hard work will pay off for you and your group. If at any time during the conference you have questions or concerns, please contact your USU conference coordinator immediately. We are here to serve you and ensure your time with us is enjoyable.

When It's Time to Depart Utah State University

Check-out Procedures

Please allow yourself adequate time to check-out. We recommend 45 minutes – 1 hour for this process.

- Chaperones should thoroughly search closets, drawers and beds for articles that may have been left behind. Make sure all facilities are left clean and undamaged.
- Chaperones are responsible for making sure that all used linens are removed from beds and left on the mattresses in each room.
- Chaperones should also make sure all furniture and mattresses are returned to their original room or your group will receive a \$50 fine and \$50 per moved item.
- The chairperson is responsible for gathering all the participant's key cards that were given out at check-in and returning them to the Housing Office front desk. No charge will be incurred for keys that are found and returned **BEFORE** the group leaves campus. Once your group leaves USU, the missing key fee will be applied.
- Any items that are left at USU after your event is finished can be mailed back to the individual upon their request. The owner of the item will be financially responsible for postage.

After Your Event

- If your group has accumulated any fees, they will be deducted from your deposit. If the total of end-of-program expenses exceeds the security deposit amount, your USU program coordinator will invoice your group a summary of fees due.
- If you would like to refute charges from USU Housing, please notify your USU program coordinator immediately.
- We will send the event chairperson an evaluation of our services via email. We appreciate your feedback and suggestions and encourage you to complete the survey online.

We appreciate your dedication to making your group's event a successful and enjoyable experience, and hope you will have great memories of your stay at Utah State University.

Appendix

Frequently Asked Questions

FAQ's

- **Who is a chairperson?** – A chairperson is the main point of contact for their USU coordinator and is solely in charge of their event activities and reservations.
- **Who can I contact while on campus?** – You can contact your USU coordinator during their office hours, or if you have an ongoing event with an **event host**, please reach out to them first as they will be your first point of contact. If you have an immediate emergency, please contact the USU Police department [435-797-1939](tel:435-797-1939)
- **When will I receive my deposit back?** – Your deposit will be returned through a **check** after your invoice has been complete after your event.
- **What time of day can I contact my USU coordinator?** – Your USU coordinator will give you their **office hours** in which you can contact them.
- **Will our coordinator be with us for every event?** – Only if the event is facilitated by your USU coordinator, otherwise there will be an event host to help with any needs.
- **What if my schedule is running late on campus?** – Please let your coordinator know, so they can contact the vendors/event hosts and let them know.
- **What if another leader/youth shows up later?** – If this hasn't already been discussed previously to the event with your coordinator, you will have to work with the housing office to see if a bed is available and the bed price will be added on later.
- **Who do I contact if a housing issue arises?** – The housing office will give you a number to call in case of an emergency or a lockout, their office hours are from 10am-10pm during the summer, if any issues arise during the day, please visit their front desk in the housing office.

*We appreciate your dedication to making your group's event a successful and enjoyable experience, If you have any additional questions, feel free to visit our website [Youth Programs | Event Services | USU](#)
Or reach out to delia.lucatero@usu.edu*