Call or email Conference Services

The earlier you can contact us the better to ensure that space is available. We confirm reservations 6 months/1 semester in advance.

Have the following information available

Contact Information: Contact name, phone #, and email

Name of event: This is what shows up on the reader board for your attendees, make sure the name is listed the way you would like it seen to the public.

Date and time of event: Have backup date and times in mind in case the space is not available the day you had originally requested.

Number of attendees: We can adjust this later, but an estimate is needed so we can make sure we get you into a large enough space.

Preferred setup (tables and chairs): We can adjust this later, but an idea of what you might want is helpful so we can find a proper room.

Any equipment needed (ex: projector, screen, microphone): This can be added later. Any events that are over 100 or have complex AV needs will require a tech.

*If you plan to host food, please let the event coordinator know so we can notify catering to be in touch with you.

One month before event

Order Food: a catering sales associate will help you with your food and beverage selections. Menus can be viewed on our website: http://conferenceservices.boisestate.edu/catering/

Submit Retail/Merchandise Exemption Request: If you plan to sell any merchandise (T-shirts, books, jewelry, etc) at your event, this form must be submitted for review and approved by Boise State Bookstore. The Boise State University Bookstore has the exclusive right to provide retail sales and merchandise on the Boise State University campus. This form is to review those requests.

Make Parking Arrangements: Request parking arrangements for your guests on our website.

Provide Proof of Status (if applicable): Certificate of Liability, 501©3 Letter, ST-101

Deposit: 25% deposit is required for our community clients and can be paid via check or credit card (MasterCard, Visa, Discover)
**One week before event**

- **Finalize AV needs with event coordinator:** This will be all things audio and visual for your events – microphones, computers, screens, projectors, etc. If you plan to use Boise State’s computer, send your presentations to the event coordinator prior to event so we can have everything tested and prepared for your arrival.

- **Finalize room setup needs with event coordinator:** As the event comes closer we want to make sure we have a solid idea of what you expect the room to look like upon arrival. Communicate room setup with your coordinator so it is easier to adjust once final counts come in.

- **Email event itinerary to event coordinator**

**72 hours prior to event**

- **Final counts due to catering**
- **Final counts due to Conference Services**