

WOU Conference and Event Services

Planning Timeline

3+ MONTHS BEFORE YOUR EVENT

Reach out to CES

Call (503-838-8658) or email (conferences@wou.edu) our team with the following info:
Dates of your event, housing, dining, and meeting space needs.

3+ MONTHS BEFORE YOUR EVENT

Review the quote

After we have coordinated with you about your needs, our team will send you a quote via email for your review.

2+ MONTHS BEFORE YOUR EVENT

Provide a COI

After you have confirmed the quote looks good, you will need to send a certificate of insurance. If you don't have event insurance, many of our clients use [this website](#)

1+ MONTH BEFORE YOUR EVENT

Sign the FUA

After the COI has been received, we will route a facility use agreement for your signature. This outlines the amount quotes as well as the spaces to be used on campus.

AFTER YOUR EVENT

Pay the invoice

We don't require a deposit! After your event, we will send you an invoice via email. You can pay this either via check or with cash. Sorry, no credit cards!

If overnight stay:

3+ MONTHS BEFORE YOUR EVENT

Connect with housing

The CES team will connect with housing to discuss your options of where you can stay on campus!
[Click here to see housing options](#)

10 DAYS BEFORE YOUR ARRIVAL

Give dining your final numbers and meal times

This is a hard deadline in order to make sure that the dining hall is appropriately staffed and stocked during the duration of your stay!

7 DAYS BEFORE YOUR ARRIVAL

Fill out room occupancy list

We will send this to you, ensure it is back by the date specified in the email (usually one week before your arrival)