



*Wheaton College
Event Services
Meeting Planner's Guide
2020*

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GENERAL INFORMATION

Event Services Website

The Wheaton College Event Services Website can be found at www.wheatonconferences.com and contains information about campus services, transportation, local attractions as well as an interactive campus map. This is a great resource to share with your conference attendees.

Statement of Faith

The Wheaton College Statement of Faith can be found here.

www.wheaton.edu/about-wheaton/statement-of-faith-and-educational-purpose

Community Covenant

The Wheaton College Community Covenant can be found here.

www.wheaton.edu/about-wheaton/community-covenant

MEETING PLANNER ON-SITE RESPONSIBILITIES

The College relies on conference Meeting Planners to serve as the point of contact for their conference and to take responsibility for resolving any issues or concerns that involve participants in attendance at the conference.

The Meeting Planner's on-site responsibilities include:

- Finalize all registration and guest check-in as well as be present and available during all scheduled check-in hours.
- Make arrangements and be available on-site to:
 - Pick up meal cards and tickets prior to registration.
 - Finalize media arrangements.
 - Be available during registration to resolve housing issues and answer participant questions.
- Emergency Support – In the event of an emergency, Public Safety officers may request the support, assistance, and cooperation of Meeting Planners and key liaison personnel in order to maintain order and the safety of conference participants. Meeting Planner's assistance with evacuations and other emergency procedures required by College Public Safety is appreciated.
- Load-out, Final Departure of All Guests, and Removal of Materials – It is important that the Meeting Planner remain on-site until all guests have departed from the campus and until conference materials are removed from the campus. Load-out of all materials to be shipped from the College campus should be coordinated by the Meeting Planner unless alternate arrangements are made.

CONFERENCE LIAISON PERSONNEL

In order to avoid confusion and possible additional financial obligation, liaison personnel may be appointed to act on behalf of your conference group. The primary liaison is always the conference Meeting Planner.

Authorized liaison must be at least 21 years of age and knowledgeable in the areas for which they are responsible.

Liaison personnel should be made aware that they may be called upon to provide support and assistance to College personnel if called. College personnel will contact them for assistance only when necessary.

Food Service Liaison

If your group appoints a food service liaison, this individual should be prepared to serve as the direct liaison with Bon Appétit personnel. They should also expect to field requests for changes or any on-site issues that may occur regarding food service or catered events. This individual's responsibility could include picking up meal cards and meal tickets from the Bon Appétit office, aiding attendees who lose meal cards, making last-minute adjustments to catering functions, and arranging for monitors in Anderson Commons.

Monitors should be appointed for large conferences, family conferences, or for conferences with a constituency who may be unfamiliar with cafeteria-style dining. They can assist with traffic flow and help families with children. These procedures should be confirmed as a part of the arrangements with Bon Appétit.

Media Services Liaison

Any conference group using media equipment or services is required to designate a single media liaison to coordinate media-related requests. All requests should be coordinated through the same individual.

In the event your conference is utilizing both auditorium technician services and multiple workshop facilities with significant media needs, you may appoint both a plenary session media liaison and a media equipment liaison.

A media equipment liaison should be appointed if multiple workshop locations involve complex media arrangements. This individual's responsibilities might include completing the orientation for Smart Desks and providing oversight of this technology during workshops, ensuring that workshop leaders have all the needed equipment and supplies.

Please provide names and contact information for media liaison personnel to Event Services and Academic & Institutional Technology when those assignments are confirmed.

REGISTRATION CONFIRMATION MATERIALS

Per “Section VII. Promotion and Program” of your contract, the following information must be communicated to your participants in their registration confirmation materials.

Registration

The registration time is the window of time that Wheaton College and your organization have agreed upon to begin and end registration and room check-in for your attendees. Please share this information in your registration and promotional materials.

The advance staff/early arrivals and advance set-up dates and times as included in the Contract are the dates and times that Wheaton College staff will be anticipating your arrival. Meeting Planners and conference staff will not be able to check-in sooner than the contracted early arrival dates and times.

Please share the agreed upon check-out times with your conference attendees to facilitate a timely conference check-out and to avoid an additional night’s lodging charge for any participant who has not checked out by the contracted check-out time.

Event Services staff will be available to assist conference guests during check-in and registration. Please communicate to your guests that registration will not begin, nor can they check into their room, until the published registration time. Most conference groups will register participants in the primary residence hall assigned for the conference.

Campus Policies

Please inform conference attendees of the following College policies.

- Animals are not allowed in any campus facility with the exception of assistance animals.
- Tobacco use is prohibited in all campus facilities, including residence halls.
- Alcohol, firearms, and non-prescription drugs are prohibited on campus.
- Shared rooms are reserved for married couples and roommates of the same gender.

Parking

Parking is free of charge to conference guests in campus lots. Parking permits are issued at check-in and are for designated lots. Permits are not required for commuters parking during daytime hours. Commuters may park at Fischer Hall, Traber Hall, or in the Jenks, Edman Chapel, or Billy Graham Center lots. Vehicles parking overnight should be parked in the designated lot assigned to your group.

City ordinances and College policy prohibit any motor vehicle being used for housing while parked on College premises. This restriction is applicable to all RVs and motor homes. Routine Public Safety patrols will verify that vehicles are not being used for housing.

Parking is not allowed at Blanchard Hall. Due to fire regulations, no parking is allowed in the Fischer Hall U or the Traber Hall front driveway, except for loading/unloading purposes.

All oversized vehicles should be parked on the far southeast side of the Billy Graham Center parking lot. This includes buses, passenger vans, and RVs.

Cars are not allowed on the Franklin walking mall in front of Edman Chapel or any location with pavers throughout campus.

Health Services

There are no health-care services available on campus for conference participants. Participants needing medication by injection should be informed they are responsible for proper disposal of needles in a self-provided sharps container.

Appropriate Dress

The diversity of guests on campus requires that sensitivity be exercised with regard to appropriate dress. It is our desire that all conference participants co-exist on campus without distraction or offense due to any other guest's manner of dress or behavior.

All clothing should be modest in appearance. Shoes and shirts are required in all meeting and dining facilities. Shorts and skirts should be a modest length. Sports bras should be covered by a waist-length shirt in the dining hall and in all meeting facilities other than those that are athletic.

CONFERENCE LIABILITY INSURANCE

Conference groups that are unable to obtain event liability insurance through their own insurance carrier may contact Arthur J. Gallagher Risk Management Services, Inc.

Gallagher has formed a partnership with the University Risk Management and Insurance Association (URMIA) to provide liability insurance policies specifically to insure colleges and those individuals and organizations who lease campus facilities for events and conferences.

If your event is not a sports camp, you may apply for a short-term event policy through the URMIA Tenant User Program (TULIP) by contacting their representatives at Denver.bsd.tulip@ajg.com, and they will walk you through the process of purchasing the coverage.

For sports camps, please secure the necessary coverage through the University Risk Management and Insurance Association (URMIA) sports camp program site: <https://ucamps.rpsins.com/>.

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RESIDENCE HALLS

Fischer Hall

Fischer Hall is located at 600 East Harrison Avenue. The reception desk in the lobby serves as the primary summer conference desk. The large lobby can easily serve as the registration area for incoming conference groups.

Rooms are arranged in suites with a bathroom between two rooms. Bathroom doors do not lock. Guests should work out a system of knocking with their suite mates. Most rooms contain two single beds, two desks, two dressers, closet space, and a window.

A laundry room is located on the lower level. A television, recreational equipment, and snack machines are located on the lower level. All floors have a lounge on each wing. Each keycard issued at check-in will access only the floor and room to which it is assigned. Guests will have access to their floor and room, but no other floors.

McManis-Evans Hall

McManis-Evans Hall is located at 525 East Franklin Street. The west side of the building faces The Quad. Rooms vary in occupancy from singles to quads. The building has elevator service and is completely wheelchair accessible.

Lounge space and a conference room are located on each floor. A television, recreational equipment, snack machines, a kitchen and a separate study room are located on the lower level. A laundry room is located on the lower level of McManis Hall.

Two bathrooms are located on the fourth floor of both halls; one large single-gender bathroom is located on each of the remaining floors of each residence hall. The central bathroom contains several shower stalls. Each bathroom contains one handicap-accessible toilet and shower stall. For couples or families, one gender will have to go up or down a level to use the bathrooms.

Traber Hall

Traber Hall is located at 611 North Howard Street. Residence hall rooms are accessible by elevator service. Access to living areas on each floor is computer-controlled; accessibility is only through use of a keycard issued to each guest at check-in.

Most rooms contain two twin beds, two desks, two dressers, and two closets. One single room and one triple room are located on each floor. Rooms are arranged on the perimeter of each floor, with a central lounge and bathroom. The single-gender common bathroom on each floor contain several shower stalls. Only the second floor bathroom is handicap-accessible. For couples or families, one gender will have to go up or down a level to use the bathrooms.

Television, recreational equipment, vending machines, and a kitchen are located just off the main lobby. A laundry room is located on the lower level.

Smith Hall

Smith Hall is located at 611 North Howard Street and has two wings that form an “L”. It is connected to Traber Hall by a shared, main lobby, and a lower level passageway. Entrance for all guests is through the Smith-Traber lobby.

Access to living areas on each floor is by use of a key card that is issued at check-in. Most rooms are doubles that contain two single beds, two desks, two dressers and ample closet space. Single rooms contain one twin bed, one desk, one dresser, and closet space.

The single-gender common bathroom on each wing contains shower stalls. Each bathroom contains one handicap-accessible toilet and shower stall. For couples or families, one gender will have to go up or down a level to use the bathrooms.

Lounge space is conveniently located on each floor in each wing. Additional lounge seating is located in the lower lounge area. Television, recreational equipment, vending machines, and a kitchen are located just off the adjacent Traber lobby. A laundry room is located on the lower level of Traber Hall and can be accessed through the lower level passageway between the two buildings.

Additional Residence Hall Services

The following information is pertinent to all of our residence halls.

Lost and Found items should be turned in to a staff person at the lobby desk. All unclaimed lost and found will be returned to the Meeting Planner post conference.

Residence hall outer doors are locked at all times. The only exception to this policy is during published registration and check-in times at the beginning of a conference. Quiet hours in the residence hall living areas are from 11:00 p.m. to 7:00 a.m.

Wheaton College Residence Life staff live in the residence halls year-round and are not involved in any conference planning or residence hall business during the summer. Please be respectful of their privacy.

Linen exchanges are handled by the Event Services staff members at the lobby desks. Limited towel and washcloth replacement is available. One pillow is furnished per bed. Maid service is not provided.

Room changes may alter fees. Therefore, any changes in housing assignments requested by an attendee should be approved by the Meeting Planner or the housing liaison prior to making the change. Our staff will automatically make changes that are necessary due to problems caused by the College (e.g., construction or repairs). The Meeting Planner or housing liaison will be notified of these changes, but prior approval will not be necessary.

Business center services are available within the residence hall computer labs from 8:00 a.m. to 9:30 p.m. Services include access to the internet, Microsoft software applications, photocopiers, and printers. Print cards are available from the staff at residence hall front desks.

Residence hall computer labs are available to adults 18 years of age and older who are registered in campus housing. Computer labs can be accessed only with a programmed keycard that may be obtained from the front desk staff by exchanging one's room keycard.

VIP GUEST HOUSING

Townhouses

The Townhouses are located at 506, 512, and 520 East Harrison Avenue. Each townhouse has two floors with one full bath, a living area, and two double bedrooms on each level, for a total capacity of eight per townhouse. The first floor also has a kitchen and dining area. Each townhouse has laundry facilities in the basement.

Access to each townhouse is computer-controlled; accessibility is only through use of a keycard, issued to each guest at check-in.

Guests in the townhouses are responsible for trash removal. Dumpsters are located behind the building.

Two-Flat Apartments

The Two-Flat Apartments are located at 729, 733, 741, 821, and 825 Irving Avenue. Each building has an upper and lower apartment for a total of ten apartments between the five buildings. Each apartment has a kitchen, dining area, living room, and three double bedrooms. Each apartment bathroom has two sinks with a large vanity mirror and two private restrooms each with a shower and toilet.

The lower apartment in 729 is ADA accessible.

Each building has laundry facilities in the basement.

Access to each apartment is computer-controlled; accessibility is only through use of a keycard, issued to each guest at check-in.

Guests in the apartments are responsible for trash removal. Dumpsters are located behind the building.

HOUSING ASSIGNMENTS

For housing assignments, a web based excel spreadsheet will be sent to the Meeting Planner. The Meeting Planner should complete the housing form by the date set by their event planner so that housing assignments are ready for the conference at check-in. The Meeting Planner will have access to the housing form up to the deadline date, at which time the document will become read-only and any further changes or additions will be made on the check-in day.

Room assignments should be made using the spreadsheet and exact format provided by the College. Any formatting changes will cause the housing software to reject the spreadsheet and not import the participants. Floor plans for each residence hall are available from Event Services.

Although in certain circumstances accommodations will need to be made, it is important that housing changes be held to a minimum at check-in.

Before check-in, we will provide you with a keycard sleeve for each guest with their housing assignment printed on it. Meeting Planners will hand out the key card sleeve when the participants register for the conference and receive their conference materials. If your group requires linen, the linen packets will be available at the residence hall desk along with the attendees' room keycard.

Guests with special housing needs should be considered when making housing assignments. Information on elevators and accessible bathroom facilities can be found in the Residence Hall descriptions. The room number of any guest with physical challenges should be communicated to your event planner when your housing spreadsheet is completed. This information will be communicated to Wheaton College Public Safety personnel for their use in the case of an emergency.

CHECK-IN AND CHECK-OUT INFORMATION

Check-In

Keycards are issued to participants according to the number of beds in the room. Due to liability issues, a keycard will be issued only to adults registered for the room. If parents wish for their child to have a keycard, they should indicate their willingness to be responsible for the keycard.

Youth conference groups may choose to have keycards issued to youth leaders for distribution to individual youth participants. In this case, the youth leader accepts all responsibility for returning all keycards issued. Any lost or unreturned keycards will be subject to the standard \$25.00 replacement fee and will be due before leaving campus. If the replacement costs are not covered by the youth leader before leaving campus, those charges will be added to the final billing.

Floor and room access are defined by conference group. When two groups are in residence in the same hall, keycards will be programmed to admit guests only onto the floors occupied by their group.

Children should be instructed to not leave the residence halls without adult supervision as they will be locked out unless they have been issued a keycard. Childcare personnel should be notified of this policy.

A power outage automatically secures all building entrances and all living area access doors. Event Services Staff and Public Safety personnel will respond as quickly as possible to manually unlock doors for access.

Residence hall supervisors can make arrangements to provide the conference Meeting Planner with room keycards and linen for conference attendees that are unable to register or check-in before the scheduled registration time ends.

Following the first full day of registration, additional check-in times and locations should be established with your Conference Manager and communicated to arriving attendees, so they may plan accordingly.

Check-Out

Check-out procedures are outlined on the door signs posted in each guest room.

Attendees are asked to deposit their soiled linens in the bin in the lobby prior to check-out.

All keycards should be returned at check-out, either to the desk staff or to the key deposit box.

Charges will be assessed for all missing keycards in the final billing.

Late check-outs cannot be accommodated.

KEYCARDS

For security purposes, anyone who has lost or misplaced their keycard, or has locked their keycard in their room, will be asked to properly identify themselves prior to being admitted to their room. Anyone needing assistance with key-related problems should contact the Event Services staff member in the lobby of their residence hall.

Persons asking for admittance who do not have ID will be accompanied by a Wheaton College staff member to their room where they will be asked to show ID upon entrance to the room.

Attendees who have lost keycards will be issued a new one following proper identification. Attendees who lose keycards should report the loss to a Event Services staff member (or to Public Safety if a Event Services staff member is not available) in order to gain access to the residence hall and have the keycard replaced. Keycards are replaced at a cost of \$25.00 each. Charges for any keycard not returned to conference personnel by the final check-out time will be included in the final billing.

Each keycard issued at check-in will access only the floor and room to which it is assigned. Guests will have access to their floor and room, but no other floors.

HARBOR HOUSE

Harbor House is the Wheaton College conference and retreat center.

There are three guest rooms available:

<u>Mayflower Room #203</u>	Queen bed with fireplace, desk, and seating area
<u>Fairwyn Room #205</u>	Two twin beds with desk, seating area, and oversized bath
<u>Eventide Room #206</u>	Queen bed with desk and side chair

Harbor House Meeting Facilities

Harbor House provides executive-style space for board meetings, intimate conference dinners, or a speaker's green room. The Living Room, Dining Room, and Sun Room may be reserved as a combined space. The Board Room seats up to 27 in its standard round table configuration, and may also serve as a banquet space. The Harbor House kitchen contains an island, which can be utilized for buffet meal service or to hold snacks for receptions. The maximum total capacity of the House for any individual or combination of meeting uses is 50 people.

Maximum Capacities

Facility	Dimensions	Seating Capacity	Chairs Only	Seminar	Banquet
Sun Room	17' x 11'	6	12	n/a	n/a
Dining Room	17' x 13'	10	10	10	10
Living Room	23' x 17'	10	20	n/a	n/a
Board Room	45' x 29'	40	50	50	50

Initial reservations for Harbor House meeting space should be made through Event Services. The Harbor House Manager will work directly with Meeting Planners to make final arrangements for all room set-ups and scheduling prior to your conference dates.

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MEETING SPACES

Facilities for all meeting locations will be reserved and included in your Contract. Additional facilities may be requested following completion of contract arrangements, however the availability of additional facilities cannot be guaranteed.

Exhibit accessories are limited to 96" x 30" tables and folding chairs. Draping, backdrops, carpeting, and other exhibit-type accessories are not furnished by the College.

Exhibit floor plan arrangements are subject to approval by Wheaton College Public Safety and Risk Management, and should adhere to strict fire and safety codes. These include 6-foot aisles between all tables and rows of chairs at all times and in front of all entrances, exits, and emergency equipment storage areas.

Electrical support needs should be given special consideration for exhibit and display locations as well as in auditoriums when stage set-ups include amplifiers and multiple power sources.

EDMAN CHAPEL

A Facilities Management Custodian will be staffed whenever Edman Chapel, Edman 102, or the East Wing of Edman is occupied.

Edman Chapel is available from 6 a.m. until midnight.

10 hours of standard rate custodial time is included in the facility rate. Additional time will be charged at the hourly rate and added to the final billing.

Equipment load in and load out requires use of the Edman dock and elevator. A Facilities Management staff person should be scheduled at least two weeks in advance to operate the dock elevator.

The hallway behind Edman Chapel stage as well as the stage wings should be kept clear in order to comply with fire safety requirements.

Use of the Edman Chapel organ should be requested a minimum of 60 days in advance and an orientation is required for approval.

Any audio/visual support, using Wheaton's Media Department or an external vendor, must be coordinated at least 60 days in advance.

INDOOR AND OUTDOOR ELECTRICAL CAPACITY

Sufficient electrical power is available on the stage at Edman Chapel, Barrows Auditorium, and in Coray Gym for a limited number of microphones and one or two pieces of electrical equipment. Stage set-ups which include multiple amplifiers, large sound and light sets, and large exhibit areas will require extra power.

The following locations are equipped with Cam-Lok panels for providing extra power for large electrical set-ups. These needs should be identified a minimum of thirty days prior to your arrival on campus.

Edman Chapel – Edman features one 400 amp, 208 volt, 3-phase, 5-wire Cam-Lok panel as well as one 100 amp, 208 volt, 3-phase, 5-wire Cam-Lok panel.

Barrows Auditorium and Coray Alumni Gym – Each location features one 100 amp, 208 volt, 3-phase, 5-wire Cam-lock panel.

King Arena – King Arena features one 200 amp, 208 volt, 3-phase, 5-wire Cam-lock panel and one 400 amp, 208 volt, 3-phase, 5-wire Cam-lock panel.

Additional power through Cam-Lok panels is provided through the services of College electricians. The College will supply pigtail cables to connect each Cam-Lok panel to client-supplied cable with industry standard single pole locking-style connectors. It is the client's responsibility to ensure that they have the correct correlating connector prior to arrival on campus.

ACCESSIBILITY FOR INDIVIDUALS WITH PHYSICAL CHALLENGES

Most Wheaton College facilities can accommodate wheelchairs. We strongly recommend that attendees with physical challenges staying in residence halls be accompanied by or appointed a companion from the group to ensure their needs are met. The room number for any individual who has physical challenges should be indicated on the housing spreadsheet when returned to Event Services. This information will then be communicated to Public Safety. In the event of an emergency, these persons will be escorted to safety.

Facilities listed below are properly equipped or are physically accessible.

Residence Halls

Limited accessible housing is available for married couples. There is no wheelchair access to Smith Hall 3rd floor.

Fischer Hall – A sidewalk ramp on the south side of the building provides entrance to the main floor lounge. The north side with the “U” driveway has stairs only. Elevator service is available to all floors. The building contains a total of nine ADA accessible and equipped bathrooms: the first floor west has one accessible bathroom; floors 2 and 3 each have three accessible bathrooms; floors 4 and 5 south each have one accessible bathroom. A public accessible restroom is located off the main lobby.

McManis-Evans Halls – Both residence halls are completely accessible. A ramp is located on the west side of the building facing the Quad, and the east entrance located on Chase Street is wheelchair accessible. Elevator service is available to all floors. Individuals housed on floors 2-4 should be able to use the stairs in the case of an emergency. All bathrooms are shared, single-gender floor bathrooms. With the exception of the fourth floor bathrooms in both halls, each bathroom is equipped with one wheelchair accessible toilet stall and shower stall. Guests with physical challenges should be made aware that wheelchair accessible bathrooms are not private. A public accessible restroom is located off the main lobby.

Traber Hall – Both the front and back entrances to the lobby are wheelchair accessible. Elevator service is available to all floors. Individuals housed in Traber should be able to use the stairs in the case of an emergency. A public accessible restroom is located off the main lobby. Bathrooms on each floor are wheelchair accessible but toilet stalls are not, with the exception of the bathroom located on the second floor, which is ADA-equipped with one toilet stall and one shower stall. All floor bathrooms are shared, single-gender bathrooms.

Smith Hall – This dorm is connected to Traber by a shared, first-floor lobby and a lower-level corridor passageway. Housing for individuals who are wheelchair users should be on the first floor, or the second floor northwest and southeast wings, as there is no elevator service to the third floor. Bathrooms are shared, single-gender on each floor. Each is equipped with one wheelchair accessible shower stall and toilet stall. Guests with physical challenges should be made aware that wheelchair accessible bathrooms are not private.

Accessibility in Meeting Spaces

Todd Beamer Center – This building is entirely accessible on both levels.

Billy Graham Center – Ramps are available at the Barrows Auditorium entrance on the northeast side and at the rear of the building on the southeast side. The building is elevator equipped; stairwells and elevators are also Braille-marked. In Barrows Auditorium, wheelchairs should be placed at wall indentations, four on each side of the auditorium. Wheelchair accessible restrooms are located on floors one and three.

Blanchard Hall – This building is entirely accessible, with wheelchair accessible restrooms located on floors one and three.

Bookstore – Entrance is through the east doors in the Student Services building. A ramp is available and restrooms are wheelchair accessible.

Edman Chapel – There are two wheelchair ramps for the chapel, one on the east side of the auditorium, and another on the west side at the drop off area on Washington Street. An attendant should make arrangements with an usher to open the door from the inside to admit any guests using a wheelchair. For ticketed events, tickets should be presented to the usher before admittance will be permitted.

Room for eight wheelchairs is available in rows TT and UU of Section 4. Permanent seats in these rows are mounted on swing-style support poles, which swing in to accommodate wheelchairs. Additional accessible seating is available in some outer aisle in Sections 1 and 3. Chair arms swing up to allow easy access to the permanent seats; wheelchairs should be stored at the back of the auditorium behind row UU in Section 4. No wheelchairs may be placed in the main aisle running from east to west between rows AA and S or at the back of the auditorium behind row UU. A wheelchair accessible restroom is available on the west side of the narthex.

Jenks Hall – The only wheelchair accessible room is the Setzuan Room, with an entrance through the northeast door to Arena Theater.

Lederhouse Pool – Entrance to the pool is through the main Chrouser Sports Complex entrance. Use of the lift-sling for lowering individuals into the pool should be arranged ahead of time through Event Services. Locker rooms are equipped with wheelchair accessible stalls.

Meyer Science Center – This building is entirely physically accessible on all levels.

Chrouser Sports Complex – Entrance is through the main entrance (Great Hall) on the west side of the building. King Arena and the strength and conditioning rooms are directly accessible through this entrance. Entrance to the Eckert practice and recreational gyms is via an inside ramp on the east side of Eckert 152. Elevator service is available to second floor classrooms. Restrooms are wheelchair accessible.

Accessible Parking

Billy Graham Center – Seven spaces: four in the northeast corner of the lot east of Barrows Auditorium; three on the west side of the building

Blanchard Hall – Five spaces: three on the north end of the east lot; one on the east end of the west lot; one on the southeast side of the building

Chase Street Cul-de-sac – Two spaces: northeast side of the street

Chrouser Sports Complex (CSC) – Four spaces: one space on Centennial Drive across from the front sidewalk of CSC and three spaces along the north side of the CSC

Edman Chapel – Five spaces; southeast corner of the lot north of Edman Chapel

Jenks Hall – Six spaces: two on the south side of the west lot, two on the north end and two on the south end of the east lot

Meyer Science Center – Two spaces on the north side of the building on University Place

Smith-Traber Hall – Three spaces; east side of Smith Hall

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FOOD SERVICE

All food for conference attendees must be prepared and served by the College's food service provider. In addition to the basic meal plans for the conference, Meeting Planners will need to provide information about meals for early arrivals, commuters, and any special meals or catered events.

Following execution of your Contract with Event Services, conference groups work directly with Bon Appétit Management Company, the Wheaton College food service provider, at (630) 752-5839.

All conference groups are required to sign an agreement with Bon Appétit to confirm food service details. The same individual signing the Wheaton College Event Services Contract should also sign the food service agreement.

Planning Your Meal Package

Meals for conference participants should be designed in a package. All attendees should be on the all-conference meal plan for the length of your conference. If your Contract with the College includes a small number of leaders arriving early, the meal package can be modified to include meals in the plan for these individuals. You will then issue meal cards to conference participants as part of your registration.

Individual meal tickets are available for people unable to attend the entire conference.

There are many facilities on the Wheaton College campus which are suitable for private banquets if you wish to plan one.

Planning Your Meal Times

Conference group programs should be planned with the meal service hours shown below. Exceptions may be negotiated and approved, but only through Bon Appétit. The hours listed below should be included in any conference materials you print.

Breakfast: 7:15 – 8:00 a.m. Lunch: 11:45 a.m. – 1:00 p.m. Dinner: 5:00 – 6:00 p.m.

To control line length and waiting times, Bon Appétit may stagger meal hours or expand serving times based on numbers of attendees. A color-coded meal card system may be used for efficiency. **Your final conference program should not be printed or distributed until you have confirmed with Bon Appétit the exact schedule for your meal times.**

SIGNAGE

Campus signage offers guidance to conference participants driving on campus. We recommend that groups place additional specific signs to guide guests to their registration location. We recommend H-bracket yard signs that can easily be staked in the ground. Event Services offers indoor sign holders to place around campus during your conference stay that allow an 8 ½ x 11-inch piece of paper or card stock to be inserted into the holder.

For your convenience, Event Services keeps a small stock of approved blue painters tape for Meeting Planner's use to hang signs on doors or walls in any facility and gaff tape to secure wires and cables to the floor in any facility on campus.

PRINTING AND COPYING

Copiers are available in each residence hall. Copy Cards can be purchased at the residence hall front desk. For your convenience, if you have numerous copy needs we can provide you with a Copy Card and an access code that you can share with your staff and all copies made on your Copy Card will be added to your final billing.

SHIPPING AND RECEIVING CONFERENCE MATERIALS

It is helpful for supplies, equipment, and materials you need shipped to campus to arrive between 3-5 days prior to the first day of your conference. Due to limited storage space the College's Shipping and Receiving Department is unable accept packages or shipments that arrive earlier than 7 days prior to the first day of your conference.

You may ship to Wheaton College either by private carrier or through the United States Postal Service. Shipping via private carrier is the preferred and recommended shipping method. All shipments via FedEx, UPS, DHL, or Airborne, will automatically be delivered to the College's Shipping and Receiving Department.

Address shipments as follows:

Event Services
Wheaton College Receiving Department
Attn: [Name of your Conference Group]
924 College Avenue
Wheaton, IL 60187

Shipments addressed and received in this manner will be delivered by College personnel to your group's primary registration location one day before registration opens on-site for your conference. Shipments via the U.S. Postal Service will be received in the College Post Office (CPO). Please note that there may be up to one day's delay in the receipt of anything sent via U.S. mail. All shipments made through the U.S. Postal Service should be addressed as follows:

[Name of Conference Group]
Event Services
Wheaton College
501 College Avenue
Wheaton, IL 60187

Shipments sent via U.S. mail will not be delivered to other locations on campus. The College post office will deliver all mail and packages they receive to the Event Services office in the lower level of McManis-Evans Residence Hall. A message will be sent to the conference liaison when shipments are received and can be picked up in the Event Services office.

Inform exhibitors, book publishers, office personnel, workshop presenters, and any other individuals or organization shipping or mailing materials to the campus to pay particular attention to the correct shipping address.

Please note that deliveries from any carrier, including U.S. mail, are not available after 3:30 p.m. on weekdays. No delivery service is available on weekends or on holidays. Services in the Shipping and Receiving Department and the College Post Office are available Monday through Friday, from 8:30 a.m. to 3:30 p.m.

Deliveries of materials from local companies to campus which will arrive on-site prior to conference staff arrival should be coordinated through Event Services. Deliveries will only be accepted at the dock at 924 College Avenue (Shipping and Receiving).

Material which conference groups desire to have delivered directly to a contracted facility (such as Edman Chapel) can only be accepted directly by conference group personnel following your arrival on campus.

Shipping Off Campus

Conference groups have the same options for return shipment of materials: the use of private carrier or U.S. Postal Service.

Materials to be return-shipped via private carrier should be packed/crated, labeled, and sealed by your conference staff. Arrangements to ship materials should be made directly by the conference group with the shipping company.

Meeting Planners should arrange for and supervise all shipments, including on-site supervision of actual load-out of materials. All shipping companies require that the shipper sign orders that authorize them to depart with the materials. Unfortunately, College staff is not able to sign for the pick-up of these items.