

Spring/Fall Youth Conference Timeline

1. Book your Youth Conference calling 801.225.9554. When booking, Aspen Grove will need:
 - Payment of \$500. This is a non-refundable deposit and goes toward your total fees.
 - An approximate head count.
 - The name of your ward/stake.
 - Contact information (name, phone number, e-mail, etc.)
2. 1-2 Days after booking:
 - You will receive a confirmation sheet and contract via e-mail. Sign and return the contract to our office **within two weeks**.
 - Look up additional information including your youth conference guide, sample schedule, etc. at <http://aspengrove.byu.edu/conferences/springyc.cfm>
3. Saturday, March 17, 2012:
 - In March, meet at Aspen Grove for a general information meeting and tour of facility. A specific meeting time will be e-mailed to you. This is an excellent opportunity to meet the other wards/stakes who are registered to attend the same weekend as you.
4. Submit the following to Aspen Grove **no later than two weeks prior** to your youth conference:
 - Final guaranteed head count, broken down according to YM, YW, YM leaders, and YW leaders
 - A copy of your schedule
 - Refreshment requests
 - Any special AV needs (i.e. request for a projector and screen)
 - Final payment
5. One week prior to your youth conference:
 - You will receive your conference room and lodging assignments from Aspen Grove. Please make specific room assignments prior to your arrival.
6. Check-in at 4:00:
 - Give the assumption of risk forms for every youth and leader to the Aspen Grove office
 - Leave the contact person's cell phone with the Aspen Grove office
 - Pay any remaining balance due
 - Provide us with an up-to-date schedule, if needed
7. One week following your youth conference:
 - Your damage deposit will be refunded to original credit card, based on damage assessment.