



## Youth Conference Planning Guide

We know questions come up as wards and stakes plan their Aspen Grove Youth Conference. Use this guide to find answers to many of your questions. Please feel free to give our office a call at 801-422-6100 if your questions aren't answered here.

### Information Meeting & Tour

Aspen Grove is large enough to accommodate multiple wards and stakes at the same time. Meals will be with other wards or stakes in the dining hall. Many wards/stakes will plan to combine for a dance.

We invite scheduled wards/stakes to attend the information meeting held on site at Aspen Grove in preparation for Youth Conference. The meeting typically takes about an hour. Both adult advisors and youth leaders are invited to attend. At this meeting we provide additional information, host a question and answer session, provide a tour of our facilities, and provide an opportunity for wards and stakes attending the same Youth Conference session to coordinate for a dance.

If you have booked a Youth Conference with us, you are welcome to attend the meeting. Please keep in mind you will only be able to meet with other wards/stakes attending your Youth Conference if you come to your specifically scheduled meeting.

If you are unable to attend the scheduled meeting, please call our office at (801) 422-6100 to schedule a tour (M-Th, 10:00 a.m. - 4:00 p.m.) for your ward/stake.

### Transportation & Maps

Before traveling to Aspen Grove, please check the local weather forecast to prepare in case of snowy weather. If the roads are snowpacked at the Sundance turn-off (SR 92), the Utah County Sheriff's Department may enforce the rule that vehicles either have chains or 4-wheel drive. Please plan to carpool with this in mind.

Aspen Grove has sufficient parking to accommodate all of our guests, but carpooling is always encouraged.

### What to Bring

Each participant should bring the following:

- Sleeping bag
- Pillow
- Towel
- Scriptures and journal
- Camera
- Flashlight and batteries
- Toiletries
- Pajamas
- Clothing
- Gloves, hat, coat, boots (in winter)

We also recommend each participant be told in advance to leave laptops and all other electronic devices at home, as they will prevent youth from fully participating in the youth conference programs.

Please give parents wanting to contact their youth your cell phone number, as Aspen Grove staff does not always know your exact location.

### Check-in Day

On the day of check-in, only one leader needs to come to our main office in the Aspen Lodge to check in for your ward/stake.

Please remember to have signed Assumption of Risk forms ready at check-in. We are unable to check you in to your lodging without the signed forms!

After you hand us your forms, we will ask for the name and number of a contact person who is in camp, provide you with any important information about the weekend, hand you your keys, and answer any questions you may have. If you're prepared, check-in should only take a few minutes.

If parents of youth would like a phone number to contact their youth, please provide them with your phone number as Aspen Grove staff will not always be able to locate the youth.



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### Lodging

Lodging for your youth conference is included in your per-person rate. Aspen Grove will assign lodging based on final numbers of wards/stakes attending your Youth Conference. You will receive your lodging assignments at least one week prior to your arrival in camp so you can assign space to your ward/stake members as appropriate.

Bedding will not be provided. Please remind youth and leaders to bring a sleeping bag, pillow, and towel.

Bishopric members and other adult leaders will stay in gender-specific lodging assigned to the ward.

When you check out of your assigned lodging facilities, simply leave the keys on the dresser and remove all personal belongings from the room. We appreciate it when wards tidy up a little.

### Conference Space

Your ward/stake will be provided ONE meeting room for the duration of your scheduled conference. Your conference room will be adjacent to other wards/stakes. Aspen Grove assigns meeting rooms based on final numbers of wards/stakes attending your Youth Conference. You will receive your meeting room assignment at least one week prior to your arrival in camp.

The room will be set up theater-style upon your arrival, according to your guaranteed headcount. You are welcome to rearrange the room throughout the conference. There will be a piano or keyboard available in your room, and a small stack of hymnbooks can be provided upon request.

Aspen Grove is typically unable to provide additional rooms due to the number of groups in camp. If you'd like to pay for an additional room, please include this request in the final

details you submit and we will do our best to accommodate your needs.

Audiovisual equipment can be requested for your Youth Conference, and will be granted based on availability. You are also welcome to bring your own audiovisual equipment into camp.

### Dining

Aspen Grove does all of the cooking and cleaning so you don't have to! Menus will be selected by Aspen Grove's Chef. Our culinary team provides excellent food service for Youth Conferences.

Meals will be served in shifts at set times. Please schedule your activities and workshops around these set times. Your punctuality is important, as we are trying to serve many youth.

Please notify our office in advance of any food allergies. Our food service staff will do their best to accommodate your needs. Upon your arrival in camp, please encourage the individual(s) with food allergies to introduce themselves to our chef. The chef will assist those with dietary needs to ensure a positive experience. Individuals with severe or multiple food allergies may need to bring food to supplement what Aspen Grove provides.

### Refreshments

Due to service contracts and health codes, Aspen Grove does not allow outside food or drink in conference rooms. We appreciate your cooperation and try to show that by offering refreshments we can deliver to you in camp, and cleaning up after your snacks.

Please use the Final Details form to review prices and submit your refreshment order with the rest of your final details 2 weeks in advance. Refreshments may be delivered from 9:00 a.m. to 8:00 p.m.





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Depending on the time of year you'll be at Aspen Grove, some recreational amenities will be available to you.

### Activities

Aspen Grove offers two activities for each group that participates in our youth conference program. Activities may include high adventure ropes course, cross-country skiing, snowshoeing or outdoor sports courts.

The provided activities for each session will be determined by Aspen Grove. Activity assignments will be sent to each group one week prior to your scheduled session. Aspen Grove reserves the right to change the scheduled activities due to weather conditions, staffing, or other reasons.

Each group in a youth conference session will receive a scheduled activity time for one of these activities. The other activity will be open access on a first come first serve basis from 8:30 a.m. to 4:00 p.m. the same day. Only groups arriving before 3:30pm will be able to participate in the open access activity.

Participants should plan to dress for each activity based on seasonal weather conditions. During winter months, we would recommend winter boots, jacket, hat, and gloves.

You may also plan to go sledding while in camp. Your ward/stake will need to provide sleds. Snowboards & tubes are not permitted at Aspen Grove.

Please note the availability of snow activities depends upon the snow level. The Aspen Grove manager on duty during your Youth Conference will make judgment calls pertaining to the availability or safety of certain activities.

### More Ideas for You

#### Combined Dance

Aspen Grove will provide space for a dance, available for setup after 7:30 p.m. The space is offered for a dance from 8:30 p.m. to 10:00 p.m. You will be responsible for coordinating with other wards/stakes, and also for providing a DJ and sound equipment for your dance. If fog is used, it must be water-based, and any decorations must be hung with white sticky tack.

We will provide names and email addresses of other groups at the Information Meeting to facilitate coordination for the dance. If you miss the meeting, this information will be emailed to you.

#### Workshop Ideas

You are responsible for planning your own workshops and recruiting your own speakers. Remember that you are working in a single meeting space. You will find there are many talented teachers in your ward or stake. We have found youth tend to be most engaged in morning workshops. We also suggest holding no more than three consecutive sessions.

#### Service Projects

Youth Conference is a great time to hold a service project. Aspen Grove cannot provide a service project for your ward, but we recommend using the church's Humanitarian Website: <https://www.justserve.org/>