



Site Proposal Request

2014 SASFAA New Aid Officers Workshop

Return on/by: September 30, 2013

Institution Name: _____

City, State: _____

Contact Name: _____

Contact Address: _____

Phone: _____ Email: _____

Available Dates: The proposed dates for the SASFAA NAOW are June 16 - 20, 2014 with instructors and early arrivals scheduled to arrive on June 14th.

What dates in June 2014 could the institution host SASFAA NAOW? (Dates need to be 8 consecutive days, which includes early arrivals.)

Does the institution have any camps, or yearly summer events that could interfere with the SASFAA NAOW? NO YES If yes, what is the event(s) and what are the dates?

Sleeping Rooms: We would need approximately 125 sleeping rooms (single occupancy bedrooms with no more than 4 individuals sharing a bathroom).

Can your institution accommodate this request? NO YES

If so, please describe the style of rooms and bathrooms (*i.e. Suites with connecting bath, individual rooms with hall bath, etc.*).

In addition, we would need approximately 25 rooms for staff and early arrivals. Can your institution accommodate this request? NO YES

What is the sleeping room rate per night? \$ _____

Is there a room deposit required? NO YES If yes, how much? \$ _____

When is it due? _____

What is the Room Cancellation Policy? Attach a separate sheet if needed.

What is the Room Attrition Policy? Attach a separate sheet if needed.

Is there Internet access in sleeping rooms? NO YES If yes, how much is the fee?
\$ _____

List any sleeping room amenities such as microwaves, refrigerators, etc.

Linen Service: Can your institution provide linens for sleeping rooms? NO YES

If yes, what is the charge/fee per person? \$ _____

Is there a kitchen area available? NO YES

List any kitchen amenities such as microwaves, refrigerators, etc.

Meeting Space: *We would need a minimum of 8 classrooms and one staff headquarters in the same building.*

Can your institution accommodate this request? NO YES

Is there a charge for meeting/classroom space? NO YES If yes, what is the meeting/classroom space charge/fee? \$ _____

Are the classrooms set up with desks or tables and chairs? NO YES

Is the furniture in the classrooms movable or stationary? NO YES

Is there AV equipment in each classroom? NO YES

Is there a charge/fee for AV equipment in each classroom? NO YES If yes, how much is the fee? \$ _____

Is there Internet access in meeting rooms? NO YES If yes, how much is the fee?
\$ _____

We would need an auditorium for approximately 150. Can your institution accommodate this request? NO YES If yes, how much is the fee? \$ _____

Is there a stage in the auditorium? NO YES

Is there AV equipment in the auditorium? NO YES

Is there a charge/fee for AV equipment in the auditorium? NO YES If yes, how much is the fee? \$_____

Is there Internet access in classrooms and auditorium? NO YES If yes, how much is the fee? \$_____

Are keys available for classrooms and auditorium? NO YES If yes, how much is the deposit/ fee? \$_____

Is there a computer lab available with 15-20 PCs? NO YES If yes, how much is the fee? \$_____

Dining Hall Facilities

Is there an outdoor area for a cookout? NO YES

Does the institution offer a meal plan or are charges per meal or both?

What is the charge per person? \$_____ What is the charge per meal? \$_____

Will SASFAA be charged for a meal if we decide to offer attendees a free night off campus?
NO YES

We would need banquet facilities available for approximately 150. Can your institution accommodate this request? NO YES If yes, how much is the charge/fee? \$_____

Is there a Food/ Beverage Minimum? NO YES If yes, how much is the minimum?
\$_____

Are outside caterers permitted on campus? NO YES

Miscellaneous

Is there a registration area available near the sleeping rooms? NO YES

Is there a hospitality room available near the sleeping rooms? NO YES

Is there on-campus parking available? NO YES If yes, what is the rate? \$_____

Is there a campus shuttle services? NO YES If yes, what is the rate? \$_____

Is there a charge to post signage on campus? NO YES If yes, how much is the charge?
\$_____

Is there a copy center available on campus? NO YES If yes, how much is the charge per copy? \$_____

Could the institution provide student workers or summer conference staff to assist with various functions? NO YES

Does the institution have computers available for use for participants who don't bring laptops?
NO YES

What is the institution's Alcohol Policy? **Attach a separate sheet if needed.**

Does the institution have luggage carts available? NO YES If yes, how much is the charge/fee? \$ _____

Does the institution have golf carts available? NO YES If yes, how much is the charge/fee? \$ _____

List a few area attractions and the approximate cost. _____

How close to the campus is the nearest grocery store? _____

How close to the campus is the nearest convenience/drug store? _____

List a few nearby restaurants and the price ranges. _____

How close is the nearest airport to the institution? _____

What airlines service your city? _____

What are some sample flight costs for May/ June? _____

Is there transportation to your institution from the airport? NO YES If yes, how much is the charge/fee? \$ _____

Please return form to:

Tabatha McAllister, SASFAA Vice President
University of South Carolina
Palmetto College Central Financial Aid Office
1600 Hampton St. Annex, Suite 205 Columbia,
SC 29208
(803) 777-4800 (phone) (803) 777-9588 (fax)
mcallisv@mailbox.sc.edu