National SJP 2018 Conference Host Application, Part 2 of 2

** Please fill out and email to nsjp.coordinating@gmail.com by 15 June 2018 **

CAMPUS LOGISTICS

	Questions:	Your responses: *(Please list approx. capacity with each building!)*
1a	What kind of transportation options are there from the airport and main ground transportation hubs to campus?	
1b	What are their (rough) costs?	
2a	For workshops, we would need 8-10 classrooms (capacity 50 people per room). What buildings on campus might be options? What capacity rooms are commonly available?	
2b	Is there a fee for reserving workshop rooms?	
3a	For plenaries and keynote speeches, we would need a large lecture hall or similar space (capacity 500 people). What hall options do you have? What is the maximum capacity of each space?	
3b	Is there a fee for reserving a bigger hall?	
4a	What options are there for meal rooms (total capacity 500 people, but can be split into multiple rooms)?	
4b	Is there a fee for reserving a space/spaces for meals?	
5	What spaces on your campus might be able to accomodate Culture Night (capacity approx. 500)?	
6	Is there a fee for renting video cameras, microphones, speakers, or any other A/V equipment we might need?	
7	What security costs can you anticipate? Is a standing fee regularly applied to your SJP events on campus? Do you anticipate your school will require a campus police presence?	
8a	Is there a supportive local printer (for programs) that would offer a donation/discount?	
8b	Is there a supportive local T-shirt printer that might offer a donation/discount?	

HOUSING *(for approx. 500 people)*

Questions:	Your responses:
NSJP tries to cover the bulk of its conference housing needs each year with solidarity housing **(free housing with SJP members, the members of allied student orgs, local community members, local places of worship if need be, etc.)**. While NSJP members will help as much as possible, this particular category of conference planning tends to require a significant amount of outreach (getting volunteers to sign up to host students), follow-up (making sure they keep that commitment and have the info they need), and coordination (helping with host-guest placement and logistics) from the host SJP on the ground. Please predict to the best of your ability: **approximately how much solidarity housing can be expected?**	
What **cheap (non-hotel) alternatives to solidarity housing** (hostels, centers, etc.) are generally available in your area? What are their costs?	
What hotels with easy access to campus are there near you (for speakers), and how much would they cost per night? (Please list costs for one-bed rooms and two-bed rooms.)	

FOOD *(for approx. 500 people)*		
Meals:	**Your predicted budget:**	
Friday dinner	$	
Saturday breakfast	$	
Saturday lunch	$	
Saturday dinner	$	
Sunday breakfast	$	
Sunday lunch	$	

Questions:	**Your responses:**	How much would an **individual food item** (e.g., a sandwich, a pizza, a salad, etc.) or **meal** (e.g., a sandwich-drink combo––whatever is most relevant to the place) cost at each of these places? Please list below:	Approximate **total cost of ~500 meals** at each of these places.
Are there **restauraunts or grocers who might give discounts or donations,** especially for large orders? Are there affordable restaurants or grocers in the local community **that you have worked with in the past?** Please list any and all:	a.	$	$
	b.	$	$
	c.	$	$
	d.	$	$
	e.	$	$
	f.	$	$
	g.	$	$
	h.	$	$