

Event Planning at Princeton

A sample event planning process is outlined on this page for use by groups and organizations using space at Princeton University. Individual events often have specialized needs, this checklist was created to help you think about the types of things that would be important to ensure success for your event, and a suggested timeline for completing the identified tasks. (Web links highlighted in orange)

1 Year Out

- Research [site options](#) – schedule site visit
- Check date for conflict with other major programs
- Request space [via online web form](#)

You will receive a response from the Office of University Scheduling within 3 business days of request submittal. Upon confirmation of your event, should you need event planning assistance, the Office of University Scheduling can assist in locating an event planner for your event.

Once you have received confirmation of reserved space:

6 Months Out

- Negotiate contract (as needed)
- Schedule and complete site visit(s) if not yet completed
- Contact Catering or other food service provider to ensure date availability
- For student groups – contact advisor, ODUS or Graduate School Dean’s Office for Event Registration Form
- Complete application for Noise Permit (as necessary)
- Decide on theme and start to plan/order decorations/entertainment/rental items etc.
- Contact the following departments to ensure date and service availability:

[Media Services](#)

[Facilities Event Support](#) for items such as tables, chairs, grills, platforms, fencing, electricity and tents.

[Parking Office](#) as needed

- Contact [Ticket Office](#) if ticketing services required.
- Advertise event
- Apply for noise permit from Princeton Borough if an outside event with amplified sound

3 Months Out

- Contact Catering again, select menus.
- Forward updated audio visual needs to Media Services
- Forward updated rental items and support needs to Facilities Event Support.
- Continue to meet as necessary with your event planner as needs and requirements evolve

- Forward updated ticketing information to the **Ticket Office**
- Make provisions for signage
- Create and send invitations as appropriate

1 Month Out

- Request confirmation sheets from any department providing services to ensure accuracy
- Confirm any entertainment or rental items
- Notify support departments of any modified needs, or changes in anticipated attendance
- Finalize catering menus

2 Weeks Out

- Purchase speaker/VIP gifts as needed
- Pick up noise permit from Princeton Borough if it is an outside event with amplified sound – deliver to event planner and/or University Scheduling Office

1 Week Out

- Re-confirm menus and give catering final count
- Re-confirm a/v order
- Prepare nametags or registration lists
- Prepare any directional signage needed

Day Of Event

- Make sure directional signs are up and that room is set up correctly
- Introduce yourself to operations staff – give any last minute instructions
- Set up for and run registration
- Make sure there is water on the podium for the speaker
- Ensure any personal belongings and rental equipment are removed from room after event

Day After

- Return items to rental company

Week After

- Send out speaker/VIP Thank You Notes
- Pay invoices and process II's as received