

Conference Planning Checklist for Faculty and Staff

Basic Checklist

Request/reserve Space

Most spaces on Princeton University's campus are primarily used for classes. Most classrooms, including all Registrar controlled classrooms, cannot be reserved on weekdays during the academic year until the class schedule is set. Do not plan a conference or event around a specific space.

Contact caterer

Princeton University has two catering services located on campus. Princeton Catering is a full scale operation that offers everything from coffee breaks to banquets. Restaurant Associates, based out of Prospect House, offers services at Prospect and Palmer House as well as on site catering across campus.

Princeton University also allows off campus businesses to cater on campus provided we have a copy of their insurance on record. Locations which contain Campus Dining managed kitchens must use Princeton Catering.

[Fill out an Event Support Form](#)

Most spaces will require equipment brought in for registration tables, catering and other needs a classroom cannot provide. The Event Support Form allows you to order equipment and arrange for Building Services coverage to make sure your space is set up and cleaned following your event. You will also be able to get in touch with various shops if you have any needs such as lighting, staging or tenting needs.

[Submit any AV requests](#)

Instructional Support Services supports most campus facilities. Contact them to rent any media equipment such as screens or projectors for rooms that do not have that equipment. Schedule a media training with a member of their staff to ensure that you are comfortable with the systems in the room that you are using. Many lecture halls have wireless microphones, you MUST schedule a time to meet ISS in order to make sure those microphones are available in the room. Instructional Support Services is able to support a limited number of events in person, reach out early to ensure that you have either the support or training necessary for your event.

Arrange to have doors unlocked

- ❑ Filling out the [Public Safety Lock/Unlock form](#) will notify the necessary people as to when both exterior and interior doors should be unlocked. You may need to follow up with the Building Access Office (bacsdafe@princeton.edu) for access to certain buildings.
- ❑ Confirm with Building Services what time your event begins as most times they will be unlocking classroom doors.

- ❑ **Arrange to have your meeting spaces cooled/heated**
Email your event times to the Control Center at cscs@princeton.edu before each event to ensure that your spaces are at a comfortable temperature for your event.

- ❑ **Confirm parking location for participants**
Fill out the Event Parking Request form to notify Parking and Transportation of your event. You may also request a parking attendant using this form if you are expecting a large number of participants. Visitor Parking is located in Lot 21 and Lot 23. If necessary a representative from Parking and Transportation will contact you with alternate parking instructions.

Additional Needs

- ❑ [Arrange for a Public Safety Officer on site](#)
If you are expecting a large number of people, will be serving alcohol at an event with undergraduate students/minors or expecting protesters/security threats you must hire a Public Safety officer to attend your event. The Events Registration form is used to hire an officer as well as provide Public Safety with additional information about your event. It can take the place of the Lock/Unlock form.
- ❑ [Arrange simulcasting](#)
If you are expecting a larger crowd that your space can hold or you will be holding a closed event that you would like others to be able to view you can arrange to have your event recorded/simulcasted through our Video Production Support team.
- ❑ [Arrange for printed materials](#)
Print and Mail Services is an internal production service that can assist with printing programs, posters and other event items.