

# Conference Planning Checklist for Students

**First step, have your event approved by [Office of the Dean for Undergraduate Students](#), [Office of Religious Life](#) or [Pace Center](#). Your event must be approved by one of those departments before you can begin the planning process.**

**After you receive confirmation from one of those departments...**

- 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. This includes evenings. Do not plan a conference or event around a specific space.
  - ◆ Spaces that are ONLY available to students: Campus Club, Carl A. Fields Center, most spaces in residential colleges.
  - ◆ Frist Campus Center spaces are very popular and almost always booked up early.
  - ◆ Talk with your friends to find out when other groups are hosting events on campus. Some weekends are notoriously busy, try holding your event on a weekend that doesn't have a lot going on to get the best space.
  
- Contact caterer
  - ◆ Princeton Catering is an on campus resource that provides catering services through Campus Dining. They are able to work with you on everything from a small study break to a large banquet. Contact [catering@princeton.edu](mailto:catering@princeton.edu) to speak with a representative who will work with you on menu options within your budget.
  
  - ◆ 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. Examples of those would be the Frist A level and Multi-Purpose Room and residential college dining rooms
  
- 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.

- ◆ The Event Support Form will also allow you to contact Facilities if you need a tent, additional electricity or any other additional help from a Facilities shop for your event.

□ [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. You will have to pick up the equipment at their office located at 87 Prospect Ave.
- ◆ 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

- ◆ You must fill out a [Public Safety Events Registration form](#) prior to your event. This form will provide Public Safety with the times for the doors to be unlocked as well as let them know any necessary information about your event in terms of security needs. If you are expecting a VIP speaker or will be having content that is expected to attract protesters you must hire a Public Safety officer to monitor your event.
- ◆ Confirm with Building Services what time your event begins. In many situations they will be unlocking classroom doors themselves.

□ Arrange to have your meeting spaces cooled/heated

Email your event times to the Control Center at [cscs@princeton.edu](mailto: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 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.