

# Facilities Additional Event Services Form

We are excited to help you plan a spectacular event. **Please fill out this form and attach it to your Facilities Event Support form or email it to us** so we can determine and schedule the appropriate materials & services.

## General Event Details

Event Name \_\_\_\_\_  
Work Order # \_\_\_\_\_  
Setup time \_\_\_\_\_ (the time your reservation allows us access for event prep)  
Breakdown time \_\_\_\_\_ (if there's a specific date/time event materials need to be removed)  
Event Attendees \_\_\_\_\_ (Students, Faculty, Staff, non-university)  
Event Type \_\_\_\_\_ (BBQ, Dance, Speech, Conference, Lunch/Dinner, etc.)  
Expected Attendance \_\_\_\_\_  
Reservation status \_\_\_\_\_ (please contact [University Scheduling](#) or [25Live](#) to request locations)  
indoor/outdoor \_\_\_\_\_ (indoor, outdoor, combination)

## Added Support Service Details

Please check the services needed, and provide specifics as appropriate.

- Tent(s)\*  
used for \_\_\_\_\_ (sit down dinner, rain call, buffet, performance, etc.)  
preferred placement \_\_\_\_\_
- Flooring used for \_\_\_\_\_ (dancing, tables, chairs, etc.)
- Barricades used for \_\_\_\_\_ (block traffic, alcohol-only sections, etc.)
- Fencing used for \_\_\_\_\_ (block traffic, alcohol-only sections, etc.)
- Landscaping site prep used for \_\_\_\_\_ (straw for rain, grass protection for grills, etc)
- Stages/Platforms  
used for \_\_\_\_\_ (entertainment, speakers, etc)  
preferred placement \_\_\_\_\_ (inside tent, courtyard, etc)  
dimensions (if known) \_\_\_\_\_ step placement (if known) \_\_\_\_\_
- Electrical (check all that apply)
- Extension cord     Power strip     Lighting \_\_\_\_\_ (spot, twinkle, tent, exit signs, etc.)
- Party rental equipment \_\_\_\_\_ (bouncy house, popcorn maker, etc.)
- DJ/Band name \_\_\_\_\_ (we may know their needs, or contact them directly)
- other \_\_\_\_\_

Please save this file and attach it to your *Facilities Support Form*, or email your completed form to [fac-events@princeton.edu](mailto:fac-events@princeton.edu).

We look forward to working with you,  
*Facilities Event Support*

\* Please allow a **minimum of 2 weeks** for tent rental requests (extra lead-time is needed for township permits, utility mark-outs, vendor orders, electrical lighting, and exit signage) and a **minimum of 1 week** for all other added support services.