REUNIONS 2019

The University's Department of Grounds and Building Maintenance will assist your Reunions 2019 planning for the following items:

- headquarters site layout
- tents
- electrical supply including lights, outlets, power for public address systems and bands
- bandstands, dance floors, fencing, railings, steps, and gates
- grounds issues
- any required water supply.

The following sections contain important information, guidelines, dates, and suggestions, which you should keep in mind as Reunions planning progresses. (Section “D” is problematic every year; your particular attention to this section is appreciated.)

A. Dates

January 25, 2019  Complete preliminary review of site layout, fencing, tents, bandstands, and dance floors with Maintenance Department representative, preferably in person; reach final determination of main dining/dancing tent size.

February 22, 2019  Finalize site layout, including number and sizes of all tents.

March 22, 2019  Finalize electrical requirements, especially non-routine requirements

April 19, 2019  Finalize special accommodations not already discussed

B. Maintenance Department Contacts

Devin Livi  Address:  MacMillan Building
Associate Director, Campus Grounds  Princeton University
Facilities Operations  Princeton, N.J. 08544
Telephone:  1-609-258-6046  Fax:  1-609-258-5800
Email:  dliivi@princeton.edu

C. Costs

The University pays for the following items at Reunions headquarters sites:

- Main dining/dancing tent
- 1 Registration tent
- 1 Bar tent (two for 5th Reunion and 25th Reunion)
- 1 Soda tent
- Fence enclosure with appropriate gates around site
• Band/performance stage in main tent, standard size and configuration; varies by site
• Dance floor in main tent, standard size and configuration; varies by site
• Safety lighting within the site
• Basic lighting under the above-listed tents
• Electric supply to band stage for stage lighting, microphones, and music amplification
• Spare outlets in the above-listed tents (one or two each)
• Illuminated class numerals at main gate
• Mulch, straw, or mats as needed for soft or muddy ground conditions (at the discretion of the Grounds Department)

Additional tents and electrical installations, other special electrical needs, custom or unique carpentry support including custom stages and enlarged dance floors, painting, and assistance in hanging items within the site can be provided at cost to the class. Tents are rented from a rental company and pricing is available. University craft labor is billed on an hourly basis. Estimates can be provided.

D. Electrical Needs (all significant arrangements must be final by March 22, 2019.)

NOTE: It is important that ALL members of your Reunions Committee are aware of the requirement to communicate electrical supply needs to us. For any equipment you will use at your Reunion site, we will need to know the following:

• Intended location/use of the equipment within the site
• How it is being delivered/ set-up
• Who is providing the equipment
• How much power is required; how many circuits are needed
• Does the equipment require any special plugs or connections

Examples include: special lights; signs; beverage dispensing equipment; children’s rides and games; arcade games; popcorn, cotton candy, and snow cone machines; computers and electronic equipment; and holiday twinkle lights.

Bands and other performers require the greatest attention in terms of electrical supply. Whoever is responsible for contracting bands must ascertain the band’s requirements and send them to us by March 22, 2019. (These requirements are usually contained in a rider to the band’s contract.) Non-University caterers often have special electrical needs. The Food Chair for your Reunion should determine this and let us know.

E. Grounds Preservation

Reunions are an intensive use of our grounds, especially for our older courtyards. The placement of tents, fencing, gates, dance floors, bandstands, and bars is done with the intention of limiting potential damage to the grounds.

Water and the lack of oxygen are the underlying causes of most grounds damage occurring during Reunions. Lawns covered by dance floors and other large items suffer from poor air circulation. While we cannot control the weather, we do attempt to control the water run-off from the bars and beverage stations at all sites. To this end, we will work with you to locate these set-ups in proximity to drains, gravel areas, and paved walkways. We are orienting bar tents along walkways so that foot traffic remains on paved surfaces. We will ask your undergraduate crews to work with us in our preservation efforts.

Vehicle access to sites is restricted and limited primarily to service and supply vehicles. There is no parking within headquarters sites. Drivers must make every attempt to keep vehicles, including golf carts, off of lawns. This is especially critical if it has been raining and the ground is soft.
F. Tents (all arrangements must be final by February 22, 2019.)
Local code officials in Princeton consider tents building structures. They are subject to inspection and must conform to codes regarding electrical supply, fire safety, and structural integrity. The usual tent locations for your headquarters site have worked well in terms of these code issues. Additional tents, adjustments to the size of tents, and minor changes to the placement of tents can be discussed as we plan for Reunions.

G. Carpentry Needs (all significant arrangements, other than stages and dance floors, must be final by March 22, 2019.)
Dance floors and bandstands are also subject to inspection and building code compliance. Once constructed, they are not easily altered at the last minute. We have many years of experience working within the confines of our reunions sites and, as with tents, we believe that the usual locations of dance floors and bandstands works well. We can discuss alternatives ahead of time. With both dance floors and bandstands, be aware that there are safety issues regarding the elevation off of the ground as well as installation issues relative to the site's topography.

Dance floors and stages are prefabricated in 4' x 8' sections in late April. During the week prior to Reunions, they are configured at the site, secured to one another, and leveled. Accordingly, please be sure that any proposed changes to the dimensions of dance floors and stages can be assembled from these 4' x 8' sections. Dance floor and stage sizes must be finalized by February 22, 2019.

Gates and perimeter fencing for existing sites have been custom built and stored for future use during Reunions. If you have issues pertaining to these established fence and gate locations, please bring them to our attention early on. You should keep in mind that the University's Public Safety Department will need to approve any proposed changes to gate and fence locations and configurations.

Due to the amount of work required of our carpenter shop during Reunions, we are unable to provide any assistance in the preparation or customization of P-Rade floats.

H. Billing Information
Please provide us with the proper name, address, and telephone number of the class member to whom the billing should be sent after Reunions are over. Also, please advise us of those in the class with whom we should maintain contact regarding Reunions planning, especially if different members are handling different jobs pertaining to headquarters set ups.

I. Other Requests
Please do not hesitate to ask if we can do something, supply something, work out some logistical issue, or provide support for an activity or event during your reunion. We'll do it if we can!

We look forward to working with all of you in 2019!

Devin Livi    Robert Staudt
Associate Director   Facilities Planner
Campus Grounds   Campus Grounds