

# Safeguard Agency Ordering Form

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Please fill out the information below, email it to: [sfguard@princeton.edu](mailto:sfguard@princeton.edu),  
and we will send you a confirmation with price information.

## Contact Information

- a. Name:
- b. Email:
- c. Phone number:

## Event Details

- a. Organization:
- b. Accounting Chart String (for Department Charges):
- c. Event Name:
- d. Date of Event:
- e. Start/End Time:
- f. Location:
- g. Is this is an ODUS sponsored event?                      Yes              No  
    If so, has it been approved?                              Yes              No

## Security Services

- a. How many Safeguards?
- b. Description of services requested:
  
- c. Will any alcohol be served at this event?                      Yes                      No  
    If so, will wristbands be provided?                              Yes                      No

## Labor Services

- a. How many Safeguards?
- b. Description of services requested:

***Thank you for your order! Email form to: [sfguard@princeton.edu](mailto:sfguard@princeton.edu)***