

**Trinity College Post-Commencement Celebrations  
Frequently Asked Questions**

**When are the application, check, and COI due?**

The deadline to submit the application, COI, and application fee without incurring additional charges is Friday, April 10, 2020, by 4:30 p.m. Applications that are incomplete or submitted after April 10 are subject to a \$200.00 late fee.

**Where should I send the application, check, and COI?**

Application packets can be mailed to:  
Post-Commencement Celebrations  
President's Office  
Trinity College  
300 Summit Street  
Hartford, CT 06106

**Can I drop of my application in person?**

Completed applications can be dropped off to Kate McGlew in Williams Memorial, Room 133.

**When can I order my tent?**

Once your completed application has been processed, you will receive an email confirmation that will include the contact information for the College-approved rental company.

*Call the rental company right away – space is limited*, and available on first-come, first-served basis according to when you reserve your tent, *not* when you submit your application.

**Can I use a different rental company for my tables and chairs?**

No. All tent, table, and chair rentals must be obtained from the College-approved rental company.

**What size tent should I rent? How many tables and chairs do I need?**

The College-approved rental company will help you determine what you'll need when you contact them.

**Do I have to use one of the caterers on the list? Can I bring my own food?**

You are welcome to use any caterer, or your own kitchen! Many guests bring their own food.

**When can I decorate my tent?**

The Post-Commencement Celebration area will be available to sponsors and caterers at 7:30 a.m., Sunday, May 17. While the tents are in place earlier that weekend, it is strongly recommended that you respect this guideline and wait until Sunday morning. The College is not responsible for lost or stolen items.

Do you still have questions? Chances are if you do, other families will, too. Send your question to [presidentevent@trincoll.edu](mailto:presidentevent@trincoll.edu).

You will receive an answer via email, and the question may be added to this page!