

General event planning tips

The IT Communications office will help, as IU policies can be complex. Contact ITCO for the events intake form.

Food and beverages

- **Contracts.** You may not sign contracts on behalf of IU. Only IU purchasing contract managers are permitted to sign contracts.
- **Hospitality approval.** This is required before spending money on food, drink, flowers, tables, chairs, and linen rentals. Alcohol must not be included on a hospitality request. (See [IU Policies](#) for more information.)
- **Paying for and serving alcohol.** IU Foundation funds or sponsorship funds must be used to pay for alcohol. The sponsorship agreement must explicitly state that alcohol will be purchased with those funds. Serving alcohol must go through the Provost's office for approval. The form must be filled out at least two weeks before the event date. (See [IU Policies](#) for more information.)
- **IT Communications Events team.** Contact the ITCO events team for assistance in planning your event.
- **Catering minimums.** Restaurants usually require food minimums when booking their meeting rooms.
- **Final numbers.** A final headcount of event attendees must be turned in to most caterers seven days before the event.
- **Catering set-up.** In the CIB, caterers are required to set up in the garage area; carts or other catering items may not be left in the hallways at any time. At IUPUI, Chartwells is the exclusive caterer for any event on campus. At the Indiana Memorial Union (IMU), IMU Catering is the exclusive caterer for any event in that building.

Hiring vendors, caterers, and temporary help

- **Hiring vendors and caterers.** You can use [a disbursement voucher](#) for compensation if the vendor will only be used at IU once. Documentation should include an original memorandum or contract outlining what the services were for and the agreed upon contract amount. If the vendor wants to work for IU at any point in the future, the vendor must be added in the Quali Financial System instead of paying with a disbursement voucher. Paperwork for this addition can take up to one month. (See [IU Policies](#) for more information.)
- **Temporary/hourly help.** The hiring process is time intensive and can take up to three weeks. Background checks must be completed on all new hires. University policy prohibits allowing someone to work, receiving payment at a later date. Paperwork process for new hires must be complete before they can carry out any work. If the temporary help is hired before the background check is complete, their employment status will be subject to the background check outcome. Departments must terminate a temporary hire contract if the employee has not worked any hours during eight consecutive bi-weekly pay periods. (See [IU Policies](#) for more information.)

Hotel

- **Hotel room blocks.** You may not sign any contracts on behalf of IU. Hotel room blocks require a contract that must be signed by IU Purchasing. An attrition clause must not be present in the contract. Releasing rooms one month in advance of the event date is usually an acceptable term to remove the attrition clause from contracts.
- **Room credits.** At the IMU, room credits can be applied towards the meeting room expenses, or a lower hotel room rate may be offered; only one option is allowed.

Events at the CIB

- **CIB hours.** The CIB front doors lock automatically at 5:30pm, which can potentially lock guests out of the building. Arrange with UITS Facilities (uitsfac@indiana.edu) to keep the doors unlocked as needed. Someone from your event will need to stay until the time the doors lock if the event ends sooner than anticipated.
- **Custodial service and police presence.** UITS Facilities (uitsfac@indiana.edu) must be notified in advance if extra custodial help is needed. IUPD must be notified if there are large gatherings, celebrity attendees, alcohol served, or controversial groups or topics. Staffing by IUPD may be necessary in these cases. Fees may be incurred for trash removal and police presence.
- **Guest parking.** At IU Bloomington, guest parking permits may be purchased at the CIB reception desk using an account number and subaccount. Permits may also be purchased at the Henderson Garage using any form of payment. At IUPUI, parking garages are available for visitors (credit cards accepted). One-day parking permits may also be purchased from Parking and Transportation Services (account and subaccount required).
- **Room reservations.** Rooms in the CIB may be reserved through the Outlook calendar. Wrubel Lobby requires a room set-up form to be sent to UITS Facilities with the meeting request. Contact UITS Facilities (uitsfac@indiana.edu) for the required form.
- **CIB lobby.** Any registration table or activity in the CIB lobby must be approved by Laurie Antolovic in advance of the event.

Logistics

- **Date conflicts.** Check potential event dates against a holiday calendar to prevent conflicts. Other important dates, such as Election Day, need to be taken into account when scheduling an event.
- **External signage.** Consult the IU Architect's Office (IU Bloomington: 812-855-5032, IUPUI: 317-274-8827) for permission and assistance to hang signage outside buildings. IU facilities must be contacted to hang any signage inside that is either high or large in size.
- **Large items.** Arrange with [IU moving and set-ups](#) to move large items on campus (payment through direct billing). Randy Blake's Commercial Office Environments (rblake@coeindy.com) may be used to move items on or off campus; a purchase order must be issued for this vendor.
- **Multiple locations.** If the event involves multiple locations, it is prudent for the event manager to make umbrellas available for use in case of inclement weather, and reserve a van through the UITS receptionist or the motor pool for mobility assistance.

Purchasing

- **Contracts.** Contracts for hotels, speakers, catering, or other services must only be signed by the contract manager in Purchasing. Contracts with the IMU may be signed by the event organizer.
- **Temporary staging/platform rental installations.** If you will be renting staging, please contact IU Purchasing and provide details of stage and/or lighting equipment via a Statement of Work (SOW) 45 days before the event and before contracts are signed or purchase orders placed. Staging will need to be reviewed and approved by IU Purchasing, INLOCC, IUPD, Emergency Management, campus and/or System Environmental Health and Safety, and the Physical Plant. (For more information, contact Mel Lane from INLOCC at mellane@iu.edu)
- **Procurement cards (P-Cards).** IU policy prohibits using P-Cards to purchase items from vendors in the Kuali Financial System; a purchase order must be issued to these vendors. If you feel compelled to use the P-Card for a contracted vendor because of urgency, contact the purchasing department to resolve the issue by writing to purhelp@iu.edu, or contact the UIITS Business Office. If you must use a P-Card, the transaction must process as tax exempt. (See [IU Policies](#) for more information.)
- **Promotional items.** IU has 11 promotional suppliers. You must use one of these contracted vendors when you purchase a promotional item. A list of these contracted vendors may be found on the [purchasing website](#).
- **Requisitions.** When completing, it is necessary to double check that an account and subaccount have been provided. Be sure to follow your requisition through the purchasing system in case additional details are needed for approvals. Once the invoice is received by Purchasing, the expected date for the check to be cut will be listed under Payment History.

Programs Involving Children

- **Children.** Units sponsoring programs that include children, and units responsible for university facilities that are used for programs including children, must maintain an up-to-date list of those programs. The list should include each program's dates, times, locations, attendance (age range and number of participants), and a program contact. In case of an emergency at the event, prior consideration should be given to the possible presence of minors, and the appropriate course of action to address their health and safety. At least 14 days prior to the start of a new program, the responsible university unit must also register this information with the University Superintendent of Public Safety by filling out the online form located on [One.IU](#). (See [IU Policies](#) for more information.) Programs must ensure that all faculty and (academic) staff, students, volunteers, or other personnel who will work with children have been subject to a criminal background check, which includes a sex offender registry check within the last five years. The background and sex offender registry checks must be repeated at least every five years thereafter. Individual programs or units may require more frequent updates.

Contests, Prizes, and Gifts

- **Prizes.** Drawings, games of chance, or contests are permissible. Prizes exceeding \$300 must have the appropriate tax forms filled out and filed. Prizes may not exceed \$900 for any one event. Raffles are strictly prohibited by university policy. (See [IU Policies](#) for more information.)

- **Speaker gifts.** Only IU Foundation funds may be used to purchase gifts for speakers. Gifts must be tangible personal property and not travel certificates, gift cards, cash, or cash equivalents.

Registration

- **IU Conference Bureau.** If registration fees will be collected, the IU Conference Bureau must be used to collect those fees. The IU Conference Bureau charges fees for the service. See Events Services for more information.
- **Attendance.** Events without a registration fee will have a large no-show rate if there are no penalties for failure to cancel.
- **IT Training website.** Though this site may be used for registration and collecting fees, those fees cannot be used for hospitality (e.g. food, drink, tables, chairs, linens, or flowers).

Technology

- **Collaboration.** When planning a technology showcase or fair, be sure to invite non-UIITS departments who also provide technology services on campus. If held in the IMU or the library, you must invite multiple vendors; they don't allow individual vendors to use the space, or if they do, they charge more.
- **Wireless access.** Eduroam is available for visitors from participating universities. The AT&T Wi-Fi network can be used by all other guests on campus. Guest accounts can also be created with some features disabled. Don't assume the wireless is robust enough for every scenario, do some testing for the tasks your event will require, and possibly have some conversations with UIITS about the number of people that will be doing the tasks at the same time.
- **Microphones.** Mic needs must be stated well in advance. Adding audio equipment at the last minute is difficult and not always possible due to a lack of available equipment. Speaker panels usually require multiple microphones. Streaming a panel discussion requires a microphone for the room, and one for the stream. Requests for mics at the CIB should be made to Keith Danielson (keadanie@iu.edu). If the event is taking place at the IMU, requests should be made to [Meeting Facilities](#).
- **Website design services.** Web design is not always available through the IT Communications Office. HELPnet is an alternative, but it is a fee service.
- **Audio equipment at the IMU.** PA operators are required when using any audio equipment at the IMU except in the Tree Suites. Requests for services should be made to [Meeting Facilities](#).
- **Audio in CIB lobby.** Request audio in the CIB lobby through EITS (eits@iu.edu). If VP Wheeler is speaking, audio services will be provided by George Stevens from the IT Communications Office. Anyone else trying to broadcast from the CIB lobby will find it less than optimal.
- **IQ-Wall and Science On a Sphere.** Contact EITS to show information on either system. Assistance from the Advanced Visualization Lab may be provided for after-hours events.
- **Video streaming.** Make requests for streaming through UIITS Collaboration Technologies by submitting [this web form](#) to Collaboration Technologies.

Travel

- **IU Bus.** This service is more economical than a shuttle service. Be sure to triple confirm the service, and also call the on-duty manager the day of the event to ensure a bus is sent to your pick-up location.
- **Speaker expenses.** Paying travel expenses for speakers is a lengthy process and should be completed well in advance of the event date. Forms must be filed before the non-employee completes their work for IU. More information can be found on the Travel Management Services [website](#).