

## General event planning tips

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- **Temporary help.** The hiring process is time intensive and can take up to three weeks. Further, paperwork process for new hires must be complete before they can do any work.
- **Hiring vendors.** You can use a disbursement voucher for compensation. If the vendor wants to work for IU in the future, it must be added to the KFS purchasing system. Paperwork for this addition can take up to one month.
- **Notifications for UITS Facilities and IUPD.** UITS facilities 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.
- **CIB hours.** The CIB front doors lock automatically at 5:30pm, which can potentially lock guests out of the building. Arrange with UITS Facilities 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.
- **Catering setup.** 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.
- **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.
- **Audio in lobby.** Request audio lobby through EITS. They will also arrange streaming through UITS Collaboration Technologies. Others who try to broadcast will find it less than optimal. If VP Wheeler is speaking, audio services will be provided by George Stevens from the IT Communications Office.
- **Video streaming.** Make requests through EITS. Confirm with Collaboration Technologies that they have received the request.
- **Multiple locations.** The event manager should 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.
- **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.

- **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 be insure a bus is sent to your pick up location.
- **Procurement cards.** IU policy prohibits using "P-cards" to purchase items from vendors in KFS. A purchase order must be issued to these vendors. If you must use a procurement card, the transaction must process as tax exempt. Short on time? Contact the business office for approval for P-card use.
- **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).
- **Large items.** Randy Blake's Commercial Office Environments may be used to move items on or off campus. A purchase order must be issued for this vendor.
- **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).
- **Event tip.** Events without a registration fee will have a large no-show rate if there are no penalties for failure to cancel.
- **CIB lobby.** Any registration table or activity in the CIB lobby must be approved by Laurie Antolovic' in advance of the event.
- **Serving alcohol.** Approvals for alcohol must go through the Provost's office for approval. The form must be filled out at least two weeks before the event date.
- **Promotional items.** These must be ordered through contracted vendors. A list of these contracted vendors may be found on the purchasing website ([indiana.edu/~purchase/contract/Promotional/promotional.php](http://indiana.edu/~purchase/contract/Promotional/promotional.php)).
- **Final numbers.** A final headcount of event attendees must be turned in to most caterers seven days before the event.
- **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 for permission and assistance to hang signage outside buildings. IU facilities must be contacted to hang any sign inside that is either high or large in size.
- **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.
- **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.
- **Hotel room blocks.** 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 a month in advance of the event date is usually an acceptable term to remove the attrition clause from contracts.
- **Contracts.** Contracts for hotels, speakers, catering, or other services must only be signed by the contract manager in purchasing. Contracts with the Indiana Memorial Union may be signed by the event organizer.
- **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.
- **Audio equipment.** PA operators are required when using any audio equipment at the Indiana Memorial Union.
- **Catering minimums.** Restaurants usually require food minimums when booking their meeting rooms.
- **Room credits.** These can be applied towards the meeting room expenses or a lower hotel room rate may be offered. Only one option is allowed.
- **Event services review.** Please contact IU Purchasing a month prior to the event. Staging will need to be reviewed and approved by purchasing, INLOCC, IUPD, Emergency Management, campus and/or System Environmental Health and Safety, and the Physical Plant.
- **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 at the Travel Management Services website.

- **Website design services.** Web design is not always available through the IT Communications Office. HELPnet is an alternative, but is a fee service.
- **Eduroam Wi-Fi.** 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. Verify that the wireless network will be robust enough for your event needs in advance.
- **Hospitality approval.** This is required for food, drink, flowers, tables, chairs, and linen rentals. Alcohol must not be included on a hospitality request.
- **Paying for 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.
- **Collaboration.** When planning a technology showcase or fair, be sure to invite non-UIITS departments who also provide technology services on campus.