Event Planning Checklist

Student activities at IUB include small, medium, and large events. Small events can include meetings, lectures, social gatherings, etc. Medium and large events can include dances, concerts, rallies, festivals, and runs/walks. All Welcome Week, Homecoming, and Little 500 events are large events. In the tradition of shared governance, sponsoring student organizations and campus administration work closely together to plan safe, successful events which support IU Policies, Contracts, and a Culture of Care. Sponsoring organizations, their members, and their guests, are responsible for following campus policies and procedures. Student Life and Learning (SLL) and the Campus Space Committee (CSC) will determine whether an event is small, medium, or large.

PROCESS

1. SLL will review Event Registration Form and submitted checklist items, and confirm venue is available.
2. SLL will schedule a meeting with primary contact to discuss event and Event Planning Checklist.
3. Once all necessary checklist items have been submitted to SLL, event details and checklist items will be forwarded to the CSC by SLL.
4. The CSC will review submitted event details and checklist items.
   o Large events require a presentation to the CSC for event approval. Failure to present will result in event cancellation. After the presentation, the CSC will decide if event can receive “conditional pre-approval” to continue planning or if event request must be denied. SLL will notify primary contact of event status.
   o Dances will also be subject to deadlines and procedures described in checklist.
5. After initial review, the CSC may require additional information to approve event.
6. After all submitted materials and requested information have been reviewed by the CSC, event request will be approved or denied. SLL will notify primary contact concerning final decision.

*If primary contact or event details change at any time, SLL must be notified. All changes will be submitted to the CSC for review. Substantive changes to an event may require a new Event Registration Form and the restart of Event Planning Checklist deadlines and processing.

SLL SPACE RESERVATION STAFF
If you have questions regarding space reservation process and/or checklist items, contact SLL by email at spaceres@indiana.edu or by phone at 812-855-4311. Student Life and Learning is located at IMU 371; normal office hours are 9:00AM – 5:30PM.

LIABILITY
By reserving any space, indoor or outdoor, for an event, the student reserving the space and the affiliated organization accept responsibility for any problems that may arise regarding the event. The student and the affiliated organization agree to cooperate with the University and/or officials acting in their capacity.
DEADLINES
No applications for events will be accepted outside of the following deadlines. Failure to comply or complete any indicated steps of reservation process will result in cancellation of event.

Small Events
- Event Registration Form: **10 business days** before event (2 weeks)
- Necessary checklist items: **10 business days before** event (2 weeks)

Medium Events
- Event Registration Form and Confirmation of Venue Hold: **30 business days before** event (6 weeks)
- Necessary checklist items: **15 business days before** event (3 weeks)

Large Events
- Event Registration Form, Confirmation of Venue Hold, and Draft of Checklist items for Fall semester events: **April 15th the semester before event***
- Event Registration Form, Confirmation of Venue Hold, and Draft of Checklist items for Spring semester events: **November 15th the semester before event***
  *If either date falls on a weekend or recognized holiday, next business day will be the deadline.
- Final Draft of Checklist items: **25 business days before event** (5 weeks)
Checklist Items

In a document of your own design, please provide the status of the following:

☐ Basic Details:
- Student Organization, Primary Contact, Email, and Phone
- Event Name, Date, and Location
- Event Description

☐ Information about the Use of Space:
- Determine if space meets event needs.
  - Notify SLL of special requests or accommodations to determine most appropriate space for event.
  - Visit space prior to event to ensure it accommodates special requests or accessibility needs.
  - Determine fees associated with use of space and special requests.
- Identify and Confirm Temporary Structures
  - Provide Site Map of structures and intended routes (indicate stages, tables, tents, street closures, entrances/exits, trash/restrooms, etc.).
    i. Street closures: six weeks prior to event.
      • For City of Bloomington: Contact Miah Michaelson at 812-349-3534.
      • For IU Bloomington campus: Contact Andy Stephenson at anstephe@indiana.edu.
  - Confirm Temporary Structures: one week prior to event.
    i. Get permit for tent stakes from Physical Plant. Contact Physical Plant at 855-3551.
    ii. Contact Mel Lane from INLOCC at mellane@iu.edu for approval of tents of 400 square feet or more.
    iii. Dunn Meadow: Get tables and chairs. Contact IMU Meeting Support at 812-855-1808 or MEETING@indiana.edu.
- Confirm use of Fraternity/Sorority house
  - Provide signed letter from headquarters.
  - Provide signed letter from alumni house corporation president approving use of facility.
  - Provide Certificate of Insurance (COI) for fraternity or sorority to Kutina England from INLOCC at kudavis@iu.edu.
Statement of Support for IU community: Describe plan to resolve any related issues.

- Agree to have an event free of alcohol and drugs. Event should not provide, promote, or permit use of drugs or alcohol. More info: http://studentaffairs.indiana.edu/oasis/.
- Agree to have an event free of sexual violence, assault, harassment, and misconduct. More info: stopsexualviolence.iu.edu.
- Agree to have an event that embraces and encourages diversity. More info: http://www.iu.edu/~dema/index.shtml.
- Agree to have an accessible event. IU provides accommodations to support students with physical, learning, and temporary disabilities. More info: http://studentaffairs.indiana.edu/disability-services-students/index.shtml.
- Agree to promote a Culture of Care for the safety and wellbeing of all at the event: More info: http://care.indiana.edu/.
- Agree to promote a sustainable event. Get your event “Green Certified” through the Office of Sustainability. More info: http://sustain.indiana.edu/ or contact gevents@indiana.edu.

Information about Safety/Security:

- Provide Safety Plan:
  - Submit timeline of event (include set-up, activities, and tear-down times).
  - Describe safety and risk prevention procedures for event staff and participants (include roles/responsibilities of staff accountable, name of security company, and number of onsite security personnel).
  - Indicate how emergencies will be handled. More info: Contact John Summerlot from Emergency Management & Continuity at jopsumme@iu.edu.
  - Design weather monitoring plan (indicate event staff responsible for monitoring weather and two ways it will be monitored). A template can be provided by SLL.
  - Agree to comply with local, state, and federal laws and the Code of Student Rights, Responsibilities, and Conduct. More information on the Code can be found at http://www.indiana.edu/~code/code/index.shtml.

- Meet with IUPD to discuss security services for event. See approved providers here: http://www.indiana.edu/~purchase/contract/ProfessionalServices/professional.php.
  More info: Contact Lt. Andy Stephenson from IUPD at anstephe@indiana.edu.

- Schedule final walk-throughs prior to event:
  - Environmental Health and Safety, contact Graham McKeen at gmcke@iu.edu.
  - INLOCC, contact Mel Lane at mellane@iu.edu.
  - IUPD, contact Lt. Andy Stephenson at anstephe@indiana.edu.
Information about Amplified Sound, Lighting, and Electrical Access:

- Agree to have amplified sound during permitted times:
  - No earlier than: 6PM, Monday thru Friday or 12PM, Saturday thru Sunday.
  - No later than: 9PM or sunset (whichever is earlier), Sunday thru Thursday or 10PM or sunset (whichever is earlier), Friday thru Saturday.
  - Requests for extensions to permitted sound hours (not to exceed 2:00AM) will be considered by CSC for designated campus spaces and for events supporting a Culture of Care.

- Confirm use of Stagehands Local 618 for events involving sound and lighting equipment. More info: Contact Mark Sarris from IU Auditorium at msarris@indiana.edu.

- Provide sufficient lighting to avoid injury if event is outdoors at nighttime hours.

- Notify SLL of electrical needs and how electricity will be provided. If event space offers electrical access, SLL will notify appropriate staff of electrical needs.

Information about Food and Restroom/Waste Management:

- Provide Food/Beverage Plan
  - Provide only Coca-Cola products for beverages per IU contracts.
  - Submit Temporary Event Food Service (TEFS) application to Environmental Health and Safety at least 5 business days (1 week) before event. Visit http://ehs.iu.edu/topics/food-protection/temp-event-food-service-form.shtml.
    - More Info: Contact Graham McKeen from EHS at gmckeen@iu.edu.

- Provide Restroom & Waste Management Plan
  - Provide portable handwashing stations if event staff will cook, handle, or prepare food at event. More information at http://ehs.iu.edu/docs/Handwash---Dishwash-Info-Sheet.pdf.
  - Provide portable restrooms (at least one unit must be ADA compliant and units must be placed on level surfaces). More information at http://www.imperialind.com/documents/specevent.pdf.
  - Provide trash and recycling receptacles (one trash receptacle per 50 people). Dunn Meadow: Contact Campus Division at 855-2038 to request trash barrels (up to 4 barrels for free) and recycling receptacles and/or receive a cost estimate for services.
    - More Info: Contact Graham McKeen from EHS at gmckeen@iu.edu.
Information about non-IU Organizations:

- Confirm Sponsorship of Outside Organizations
  - Provide letter of approval of sponsorship of outside, non-IU organization from leadership of student organization and organization advisor.
  - Provide names and contact information of student organization representatives and when they will be at event.

- Obtain Certificates of Insurance
  - Provide list of third-party, non-IU providers (restaurants, tent providers, sound equipment providers, stage providers, etc.).
  - Provide Certificates of Insurance for all third-party, non-IU providers. Certificates must specify the following:
    i. Minimum of $1 million general liability insurance
    ii. Name as additional insured:
        Trustees of Indiana University
        400 E 7th Street, Poplars 705
        Bloomington, IN 47405
    iii. Name as certificate holder: INLOCC.
  - More info: Contact Kutina England from INLOCC at kudavis@iu.edu.

Information about High Risk Activities:

- Require Waivers
  - File signed waivers with INLOCC.
    i. Seal hard copy waivers in manila envelope.
    ii. Indicate the following information on outside of envelope:
        1. Organization and advisor name
        2. Primary contact name, email, and number
        3. Event name and date
    iii. Mail to or drop off at INLOCC, 400 E. 7th Street, Room 405, Bloomington, IN 47405.
    iv. Confirm receipt of waivers with INLOCC at inlocc@iu.edu.
    v. Forward confirmation from INLOCC to SLL at spaceres@indiana.edu.
- Purchase event insurance and event cancellation insurance. Specify the following:
  i. Minimum of $1 million general liability insurance
  ii. Name as additional insured:
      Trustees of Indiana University
      400 E 7th Street, Poplars 705
      Bloomington, IN 47405
  iii. Name as certificate holder: INLOCC.
- More info: Contact Kutina England from INLOCC at kudavis@iu.edu.

Information about Children Participants:
- Register event with Protect IU OneStart at https://app1.psia.iu.edu/children-prd/dashboard.
- Forward registration confirmation via e-mail to SLL at spaceres@indiana.edu.
- Get background checks for event staff, if required.
- More info: Contact IU Programs Involving Children at iupic@iu.edu.

Information about Dances:
- Confirm Attendance Procedures
  - Require wristbands for all attendees
  - Advertise event as “Valid College Photo ID required for admittance”
  - Maintain guest list at event for those without Valid College Photo ID. Include the following:
    i. Printed Name of Guest
    ii. Driver’s License Number
    iii. Printed Name of Sponsor
    iv. Signature/Date
- Confirm meetings with campus partners.
  i. 10 business days (2 weeks) in advance: Schedule Pre-Event Meeting (must include sponsoring organization’s Event Coordinator(s), and venue facility staff, SLL, INLOCC, and IUPD and outside security personnel).
  ii. 30 minutes in advance: Kick-off Meeting (must include sponsoring organization’s Event Coordinator and venue facility staff and IUPD and other security personnel).
  iii. At event: Give wristbands provided by host venue to event staff and attendees. Maintain guest list (see Confirm Attendance Procedures).
  iv. 30 minutes after event: Submit guest list to venue facility staff at end of event.
- Edit Artist contracts
  - Include standard clause stipulating campus sound curfews (see Amplified Sound) and giving sponsoring organization right to request music provider reduce volume output to comply with campus and/or University policies.
☐ Complete Post-Event Evaluation survey provided by SLL within 10 business days (2 weeks) after event.

☐ Information about Concerts:
  - Get permission for stage set-up:
    - Hire Stagehands Local 618 for labor for stage, lighting, and sound equipment set-up, management, and tear-down. (Group does not provide equipment.) More info: Contact Mark Sarris at msarris@indiana.edu to make arrangements.
    - Provide details of stage and/or lighting equipment to INLOCC 45 days before event and before contracts are signed or purchase orders placed. More info: Contact Mel Lane from INLOCC at mellane@iu.edu.
  - Edit Artist Contracts
    - Include standard clause stipulating campus sound curfews (see Amplified Sound) and giving sponsoring organization right to request music provider reduce volume output to comply with campus and/or University policies.
  - Confirm Tickets
    - Use IU Auditorium Box Office for ticket sales. More info: Contact Box Office at 812-856-5784 or tickets@indiana.edu.
  - Apply for Entertainment Permit
    - Apply for Entertainment Permit, if necessary (10 business days or 2 weeks before event). More info: Contact Mel Lane from INLOCC at mellane@iu.edu.
  - Complete Post-Event Evaluation survey provided by SLL within 10 business days (2 weeks) after event.