

# Planning an Event for SoIC?

## Event Planning Procedures

Listed here are the procedures for planning an event at or for the School of Informatics and Computing.

**Please plan as far in advance as possible and put in a [SoIC service request](#) early in the process.**

If your event requires any kind of presentation or other IT support - IT staff must be involved in the event planning stages. Some resources are not available without advance notice. If your event is off-site and needs any kind of staff support, additional coordination and planning will be required.

- If event planning is part of your job or workflow, please join our internal Event planning listserv - [soic-eventplanner-l@indiana.edu](mailto:soic-eventplanner-l@indiana.edu)
- Check the [SoIC events calendar](#) for conflicts

## IT and Audio Visual Support

- When submitting the [SoIC service request](#), indicate your IT and audio-visual needs. An IT member will consult with you on options and availability. Audio Visual equipment - computers, projectors, microphones, and an IT staff member to run equipment, must be scheduled in advance. Tell us what you want at the event, we will design/provide what you need.
- [Video recording options](#)
- [Video conferencing options](#)

## Reserving Spaces - How to reserve space for the event:

- SoIC - sign in and reserve a room in the [SoIC Meeting Room Manager](#)
  - [List of SoIC spaces and capabilities](#)
- IMU - [Meeting spaces](#)
- [Other locations at IU](#)

## Catering

- You must use a caterer approved by IU. Please see this [list of IU approved caterers](#)
- Planning on serving alcohol? [SICE Alcohol and Entertainment Policy](#)

## Transportation

- [IU Fleet Services \(Motor Pool\)](#): 1-812-855-3300
- [Go Express Travel/Bloomington Shuttle Service](#): 1-800-589-6004
- [Star of America](#): 1-800-228-0814

## Advertise - How to advertise your event at SoIC

- Contact [Tracey Theriault](#) to advertise on Digital Signage and Social Media
- Consider which [SoIC mailing list\(s\)](#) may be appropriate
- Build an RSVP using [Qualtrics](#)

## Miscellaneous items

- Tables, chairs, easels? If event is at any SoIC building - [submit a service ticket](#).
  - If event is at another location - IMU (812-855-1808) other ([submit a service desk ticket for advice](#))
- Decorations, SoIC schwag, tablecloths (contact [Jill Clancy](#))