Planning an Event for SICE?

**Event Planning starts with ONE easy step:** As far in advance as possible submit a SICE service request and let the SICE event planning team help!

We provide assistance with:

1. Checking event and internal planning calendar for conflicts
2. IT and Audio Visual
3. Reserving spaces
4. Catering
5. Transportation
6. Advertisement/RSVP
7. Tables, tablecloths, decorations, schwag

- Event planners listserv - If event planning is part of your job or workflow, please join our internal Event planning listserv - soic-eventplanner-l@indiana.edu
- Submit a SICE service request and get the process started!

Event planning details:

1. **Check calendars for conflicts**
   - SICE calendar of events
   - Internal planning calendar

2. **IT and Audio-Visual Support**
   - Tell us what you want at the event, we will design/provide what you need. If your event requires any kind of presentation, amplified audio 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.
     - 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, amplifiers and an IT staff member to run equipment, must be scheduled in advance.
     - Lecture capture and video recording options at SICE. Rooms with build in equipment are listed on that page

3. **Reserving Spaces - How to reserve space for the event:**
   - SICE - sign in and reserve a room in the IU Ad Astra System
   - List of SICE spaces and capabilities
   - IMU - Meeting spaces
   - Other locations at IU

4. **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

5. **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

6. **Advertise - How to advertise your event at SICE**
   - Contact Tracey Theriault to advertise on Digital Signage and Social Media
   - Consider which SICE mailing list(s) may be appropriate
   - Build an RSVP using Qualtrics

7. **Miscellaneous items**
   1. Need tables, table cloths, chairs, easels? If event is at any SoIC building let us know when you submit the service ticket.
   1. If event is at another location - IMU (812-855-1808) other (submit a service desk ticket for advice)
   2. Decorations, SICE schwag - put your requests in the ticket!