Planning an Event for Luddy?

Event planning starts with ONE easy step: As far in advance as possible submit a request for Event Support and let the Luddy event planning team help!

We provide assistance with:

1. Checking event calendar for conflicts
2. IT and Audio Visual
3. Reserving appropriate spaces to meet the needs of the event
4. Catering
5. Transportation
6. Advertisement/RSVP
7. Tables, tablecloths, decorations, swag

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

Event planning details:

1. **Check calendars for conflicts**
   - Luddy calendar of events
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 Luddy 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 Luddy. Rooms with build in equipment are listed on that page
     * Make sure any guest speakers know what to expect from IU technology: [http://go.iu.edu/29HI](http://go.iu.edu/29HI)
3. **Reserving Spaces - How to reserve space for the event:**
   - Luddy - sign in and reserve a room in the [IU Ad Astra System](https://ad-asta.iu.edu/)
   - List of Luddy 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](https://www.indiana.edu/catering)
   - Planning on serving alcohol? [SICE Alcohol and Entertainment Policy](https://www.sice.indiana.edu)
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 Luddy**
   - Contact Tracey Theriault to advertise on Digital Signage and Social Media
   - Consider which Luddy school mailing list(s) may be appropriate
   - Build an RSVP using Qualtrics
   - Build and RSVP using the [IU event calendar announcement](https://event.iu.edu)
7. **Miscellaneous items**
   a. Need tables, table cloths, chairs, easels? If event is at any Luddy School building let us know when you [submit the service ticket](https://tickets.indiana.edu).
     i. If event is at another location - IMU (812-855-1808) other [submit a service desk ticket for advice](https://tickets.indiana.edu).
   b. Decorations, Luddy swag - put your requests in the ticket!