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
   • 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
   • 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 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
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.
   i. If event is at another location - IMU (812-855-1808) other (submit a service desk ticket for advice)
   b. Decorations, Luddy swag - put your requests in the ticket!