



INDIANA UNIVERSITY
BLOOMINGTON

Event Planning

Major Events (including Little 500)

Major events, such as concerts and dances, require that the sponsoring organization complete the Major Events Checklist (available in Student Activities). The Major Events Checklist covers provisions such as insurance information, security plans, and letters of approval for the event. The determination about whether an event constitutes a major event will be made by Student Activities.

Before Little 500, Student Activities will host informational sessions on the Major Events Checklist. These sessions will detail how to complete the Major Events Checklist by the due date.



ALL PAPERWORK FOR CONCERTS, DANCES, AND LARGE EVENTS MUST BE SUBMITTED TO STUDENT ACTIVITIES BY THE FOLLOWING TIMES:

- the Security Request forms for ALL concerts, dances, and large events are due 40 business days prior to the event;
- the Dance contract is due 60 business days prior to the event and the Pre-Event Meeting is to be held 20 business days prior to the event.

Sound

In order to prevent disruption to businesses, offices, and classes, programs on campus involving amplified music will begin no earlier than 6 p.m. on weekdays and 12 p.m. on weekends. All events must conclude by sunset or 9 p.m. (whichever is earlier) on weekdays and by sunset or 10 p.m. (whichever is earlier) on weekends.

Production Services Unit (PSU), a department of IU Auditorium, is Bloomington's leading provider of stage, sound and lighting for concerts and special events. PSU, staffed with veteran technicians and engineers, provides expert service for many on- and off-campus events each year including Dance Marathon, IU Ceremonies, Union Board concerts, Spirit of Sport, and Picnic with the Pops. With an extensive inventory, PSU can provide services for events of any size, from a free concert in Dunn Meadow, to a full-scale production for a national artist. For more information or an estimate for services, contact PSU by calling 812-856-3007, or emailing sound@indiana.edu.

If you're having an outdoor event, and involving amplified sound (bands, DJs, music artists, spoken word artists, etc.), you **MUST** hire Local 618 for sound and lighting (per IU Board of Trustees agreement). Contact Mark Sarris at (812) 331-7472 to make arrangements for your event.

All events involving the use of amplified music must add a standard clause on all contracts, which will give the sponsoring organization the right to request the music provider to reduce the volume output, so as to be in compliance with campus and/or University policies.

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. You also agree to cooperate with the University and/or officials acting in their capacity. For a sample of a liability waiver contact Student Activities at 855-4311.

Security

All events sponsored by student organizations that are open to the public or that have high attendance may be subject to the requirements of having security.

- All decisions regarding security requirements or security waivers for events will be at the discretion of IUPD in consultation with Student Activities and host facility staff, NOT the student organization.
- Security requests and waivers must be submitted a minimum of 10 business days prior to the event. **FOR EVENTS RELATED TO LITTLE 500 OR ARE CLASSIFIED AS "MAJOR EVENTS" ALL PAPERWORK MUST BE**

Student Activities

900 E. 7th Street, Indiana Memorial Union room 371, Bloomington, IN 47405
(812) 855-4311 • <http://sao.indiana.edu> • sao@indiana.edu





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- **SUBMITTED TO STUDENT ACTIVITIES 40 DAYS IN ADVANCE FOR CONCERTS AND 60 DAYS IN ADVANCE FOR DANCES.** Copies of both forms can be obtained in Student Activities.
- IUPD's presence does not relinquish the student organization's responsibility in confronting potential problems. The student organization is responsible for primary intervention in the event of any problems or potentially confrontational situations. IUPD officer(s) will assist when needed.
- In certain situations, student organizations may request a security waiver for their event. See the Major Events Checklist for the policies regarding security at events and conditions necessary for obtaining a security waiver.

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