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Audio/Visual Technician

An audio/visual technician (A/V tech) may be requested to be dedicated for your event. All requests of an A/V tech must be made at least five business days prior to the event date. The cost of a dedicated A/V tech will be charged on an hourly basis.

Please note: Some event spaces and A/V setups will require an A/V tech to be present throughout your event. If an A/V tech will be needed for your event, please

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Catering Services

Any questions regarding catering can be sent to Illinois Tech Catering at catering@iit.edu or 312.567.5251. Orders for catering can be placed directly on the Illinois Tech catering website here: <http://dining.iit.edu/catering/index.html>. If you have specific budget constraints, please call or email Illinois Tech Catering directly to work on an order which will fit within your budget.

Catering Tables

ES will provide catering tables on Main Campus in conjunction with Illinois Tech Catering only. Illinois Tech Catering will determine how many tables are needed based on the catering request and communicate that to the event coordinator. An ES Production Team staffing charge will be assessed for catering tables provided in any building other than Hermann Hall and MTCC. This char.1 (r)-10.2 (e)1(c)-7w.tnd

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petals, glitter, rice, sand, or any item that can become imbedded in carpet/fabric; (iv) helium-filled balloons. ES will charge for the cleanup and/or removal of any prohibited item, as well as any costs associated with damage or excessive cleaning/item removal resulting from decorations prohibited or approved.

ES staff will coordinate any approved banner installation. Banners will be installed at an additional charge.

Dedicated Event Staffing

Clients may request an ES team member to be dedicated to your event. The cost of this dedicated staff member will be billed directly to the client. Please note that based on size and scope some events may require a dedicated ES member to be present throughout your event. This dedicated staff member may be in addition to other staffing such as an AV technician

Deliveries and Event Load In

Departments that require event equipment including AV equipment outside Mies Campus must use an external equipment rental vendor. A department contact will be required for delivery, pick up, and setup approval. The department contact information will be given directly to the rental vendor for set up questions on the day of the event and delivery approval. ES will not be responsible for equipment deliveries outside Hermann Hall and MTCC unless arranged in writing directly with your event coordinator. Additional staffing charges will

External Events

An external client is any non-university business, organization, group, or individual that is hosting an event in Illinois Tech facilities. External clients may be hosted by an Illinois Tech organization, office, college, department, division, institute, or center, but this is not required to rent space on campus. External Organizations cannot sponsor external clients.

Film Screening

Groups or organizations that plan to rent media and show one of the ES controlled spaces and/or other Illinois Tech spaces will be in clear violation of copyright law. Whether charging a fee or not, it is not permitted to do this. The burden of proof rests with the group or organization. If there is a question, the group must provide written documentation giving permission from the production company to screen the film in the chosen venue. Showing a film for educational purposes is allowed.

Filming and Photography

Illinois Tech clients must identify to the ES event coordinator if there will be photography or filming at the event, or if press/media of any kind have been invited to and/or plan to attend the event. Posters to make attendees aware they may be photographed or put on film will be posted at the entrance to the event. These posters are only intended for Illinois Tech events.

Approval for filming in ES controlled spaces and/or other Illinois Tech spaces can be obtained from Illinois Tech's Office of Marketing and Communications; please call 312.567.3206. Any individual or crew filming in a public space without approval will be asked to discontinue filming. At all times, ES will determine the time, place, and manner that photography/ filming may occur in the event spaces.

Any additional event costs associated with filming 2.7 (m) 120.0 (s) 11/18/18 TJ -19.69 -1.286 Td (p)-0.8 (l)

Lost and Found

ES is not responsible for items that are lost or stolen from the facilities; however, if items are found in ES controlled spaces, staff will turn items over to Public Safety, located in 3424 State Street. ES does not assume responsibility for damage to or loss of any materials or equipment left in the buildings.

Media

Media are not allowed on campus without advance approval of the Office of Marketing and Communications. Any advance knowledge of media attending events must be shared with your ES event coordinator.

Outside Parks

Outside parks refer to outdoor spaces that are available for bookings at Illinois Tech. Clients utilizing these outdoor spaces must book their event through ES in order to hold the space. All equipment needs for outside park events must be rented from an outside vendor. ES will not be responsible for equipment deliveries in outside park unless arranged in writing directly with your event coordinator. Additional staffing charges will apply for any equipment rental at Illinois Tech. 1.1 (d) fiis

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