

Lobby Technology Guidelines for Rental Clients

Revised July 2024

IU Auditorium has several options to support the audio/visual requirements of your event. To utilize any of these features, please contact your event coordinator.

Below are the features that exist in the lobbies of IU Auditorium. For more extensive audio/visual requirements, we can assist you with contract services from a third party vendor.

TV Monitors

- There are two TV monitors on each level of the Auditorium lobby. In addition, there are two monitors in the box office vestibule and one monitor in each hospitality room.
- Presentations should be formatted to 16 x 9 for all the monitors.
- All presentations should be made to work with PowerPoint, QuickTime, Photo Viewer, or Windows Media Player.
- PowerPoint presentations and videos should be set up to repeat or be on a constant loop.

Audio

- Music can be played through the lobby speaker system, including outside, with approval from Auditorium management. A Spotify playlist can be provided.
- A portable sound system would be needed for any microphone use or featured music.

Lighting

- Lighting in the lobby is all customizable; it can be dimmed or brightened to suit the event tone. Additional lighting can be rented for color uplighting on walls and other effects.
- Color of exterior lighting on the building can be changed with prior approval.

Merchandise or Concessions Sales

- Any sales of merchandise or concessions sales are subject to a house commission and must be pre-approved by Auditorium management.
- The use of a reader that transmits credit card information over IU's WiFi Network is not allowed per IU's credit card compliance policies. You must provide a personal hotspot or utilize cellular connected devices to facilitate sales.