

Technology Guidelines for Rental Clients

IU Auditorium has several options to support the audio/visual requirements of your event, whether in the lobby or theatre spaces. To utilize any of these features, please contact your event manager.

Lobby Technology

Below are the features that exist in the lobbies of IU Auditorium. For more extensive audio/visual requirements, you will need to 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 on the Windows platform, via Powerpoint, QuickTime, Photo Viewer, or Windows Media Player.
- Please do not include a home menu (or root menu) on DVDs.
- Powerpoints 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.
- One wireless handheld microphone is available for short announcements. This is not recommended for lengthy or significant speaking, since the sound quality cannot support those needs.

Lighting

- Lighting in the lobby is all customizable; it can be dimmed or brightened to suit the event tone. Unfortunately, there are not any colored lighting options for the lobby.
- Exterior lighting on the show banners can be changed with Auditorium management's 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 Secure Network or AT&T is not allowed. You must provide a personal hotspot or network to facilitate sales.

Theatre and Stage Technology

Our in-house stage manager and technicians can provide guidance on how best to present your event on stage, in addition to the guidelines below.

Audio

- IU Auditorium houses a limited number of microphones to be used per event. Six are included in rental of the theatre. Extra microphones can be procured for additional fees.
- Performance music should be submitted via CD or online Box account.
- All music should be audio files ONLY (.wav files). Other, compressed, files will result in poor sound quality.
- Please have all CDs or files labeled appropriately.
- For presentations with audio, it is best to use a CD if audio is wanted for a picture slideshow.
 - If different audio clips are necessary for each slide, then please embed the files in the presentation.

Video

- The Auditorium has an in-house screen and projector for presentation or video needs.

- Presentations should be formatted in 16x9.
- Video file formats should be able to be played on a DVD player, with any of the following formats:
 - .WMV
 - .AVI
 - .MOV
- The image you see on the computer screen is the image you will see on the projector (mouse arrow and all). If you have an interactive presentation please keep in mind that the audience will see the mouse arrow on the projector as well.
- All presentations should start with a title slide or event logo. This will be used as the “walk-in” slide for patrons.
- Our presentation platform is Windows based. Arrangements for Mac-based presentations can be made upon request. Please do not combine Mac- and Windows-based presentations.

Please do not...

- Use data DVD (as delivery device) where files are saved/burned/stored.
- Put audio and video files on the same disc as they will need to be played on different machines.