



# Endless Possibilities

If you dream it, we can make it happen.

## Campus and Conference Centers



### Event Production Cost Worksheet

This worksheet is a tool to help you, the event planner, plan the cost of having an event with the Campus and Conference Centers at IIT. These costs include the price of renting a space, audio visual equipment, special equipment, catering, parking, and any service charges that might apply.

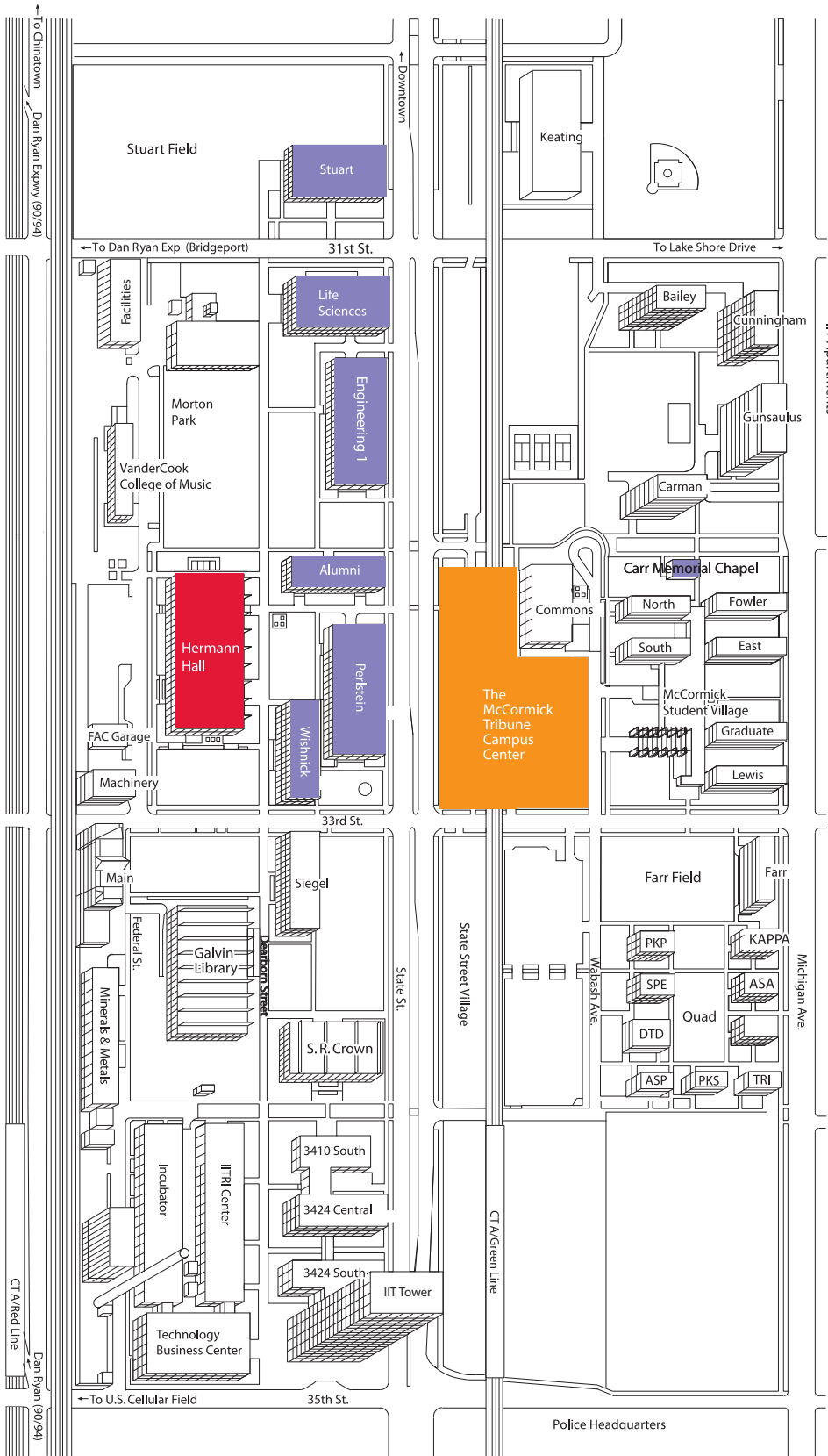
As you complete each of the following pages, enter the totals for each on this page. When you are finished, you can estimate the total cost of your event.

<b>A. Event Space Charge</b>	MTCC (page 3)	\$ _____
	Hermann Hall (page 4)	\$ _____
	IIT Campus Buildings (page 5)	\$ _____
<b>B. Audio/Visual Charges</b>	Total (page 6)	\$ _____
	CCC Service Charge (A + B) x 10%	(A + B) x 10% \$ _____
	<b>CCC Service TOTAL:</b>	\$ _____
<b>C. Production Equipment</b>	Total from page 7	\$ _____
<b>D. Production Staffing</b>	Total from page 7	\$ _____
<b>E. Event Fees</b>	Total from page 7	\$ _____
<b>F. Parking</b>	Total from page 7	\$ _____
<b>G. Catering</b>	Total from page 7	\$ _____
	<b>Estimated Total*</b>	\$ _____

*\* This tool is only used to give the planner an estimated budget. Final costs will be outlined in an official IIT Facilities Use Agreement. Your event coordinator will facilitate this.*

updated 1.27.10

# Campus Map

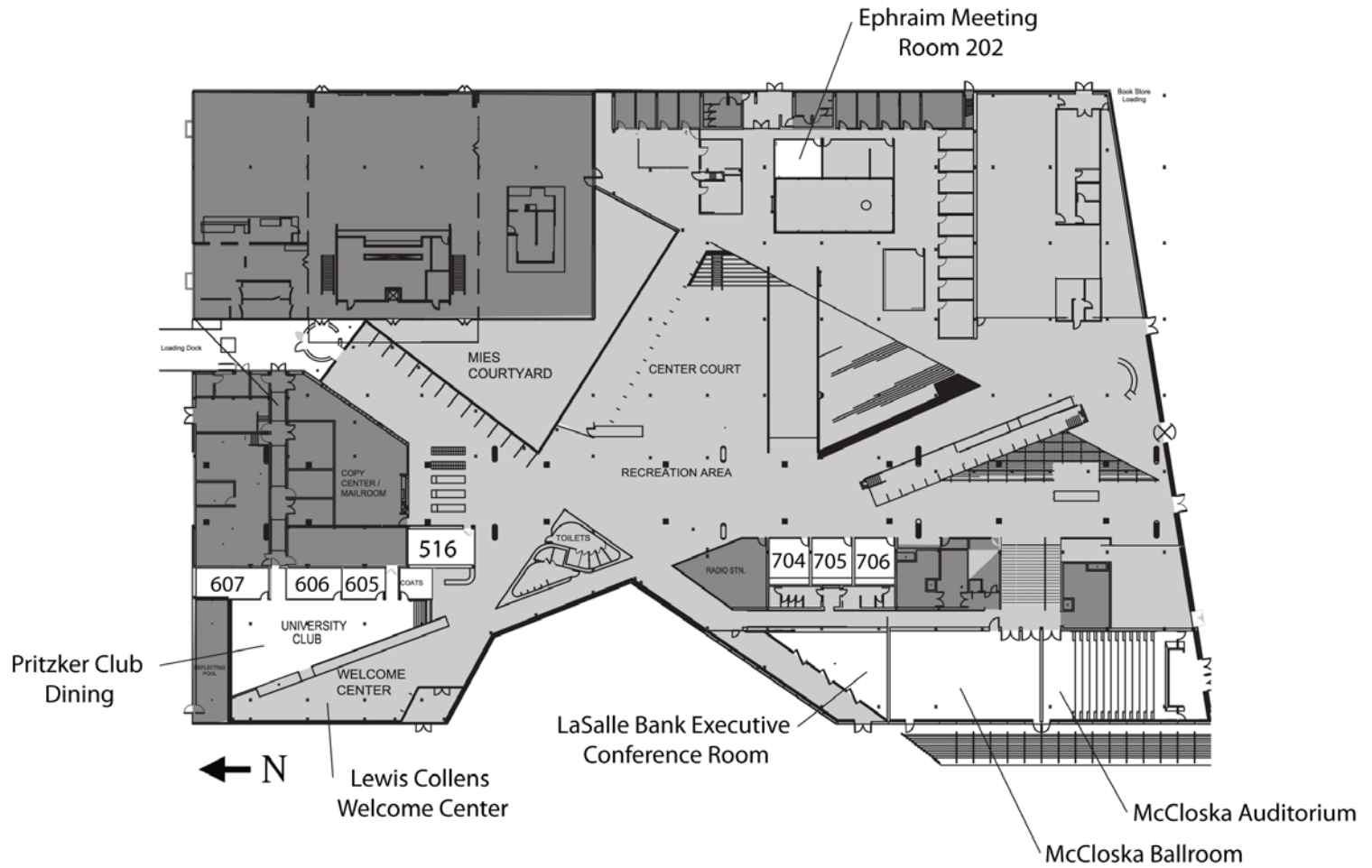


## For event space charges:

- McCormick Tribune Campus Center  
see page 3
- Hermann Hall  
see page 4
- Academic Buildings  
see page 5

Future Site for Park Boulevard Housing

# A. Event Space Charges: McCormick Tribune Campus Center 3201 South State Street



	Capacities					Rental		A/V** Systems
	Dimensions (in sq feet)	Fixed Room Seating	Theater Seating	Banquet Seating	Classroom Seating	Open Square Seating	Up to 4 Hours	

<b>McCloska Auditorium</b>	3,256	165†	165	-	-	-	\$350	\$75	built in
<b>McCloska Ballroom</b>	2,394	200‡	150	120	80	40	\$300	\$70	built in
<b>Lewis Collens Welcome Center</b>	1,155	60‡	40	32	-	-	\$125	\$25	portable
<b>LaSalle Bank Executive Conference Room</b>	1,924	16*	-	-	-	-	\$85	\$20	built in
<b>Ephraim Meeting Room 202</b>	340	12*	-	-	-	-	\$50	\$10	portable
<b>Chuttke Meeting Room 704</b>	323	10*	-	-	-	-	\$50	\$10	portable
<b>Gurtz Meeting Room 705</b>	323	10*	-	-	-	-	\$50	\$10	portable
<b>Meeting Room 706</b>	323	10*	-	-	-	-	\$50	\$10	portable
<b>Meeting Room 516</b>	390	16*	-	-	-	-	\$85	\$20	portable
<b>Pritzker Club Main Floor Dining</b>	3,526	86**	-	-	-	-	\$200	\$45	built in
<b>Pritzker Club Private Dining Room 605</b>		18*	-	-	-	-	\$50	\$10	portable
<b>Pritzker Club Private Dining Room 606</b>		12*	-	-	-	-	\$50	\$10	portable
<b>Pritzker Club Private Dining Room 607</b>		8*	-	-	-	-	\$50	\$10	portable

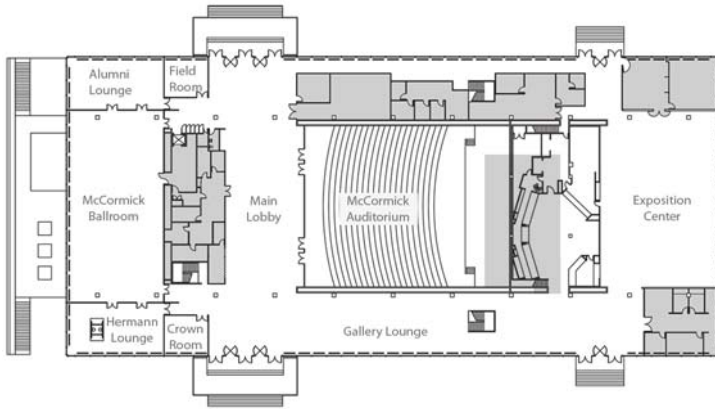
\* Fixed Meeting Table  
 \*\* Standard Pritzker Club Dining Tables  
 † Fixed Auditorium Seats  
 ‡ Reception

MTCC Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

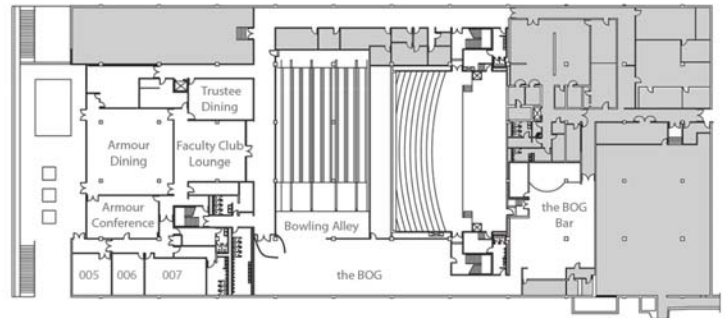
# A. Event Space Charges: Hermann Hall

3241 South State Street

First Level



Lower Level



	Capacities						Rental		A/V** Systems
	Dimensions (in sq feet)	Fixed Room Seating	Theater Seating	Banquet Seating	Classroom Seating	Open Square Seating	Up to 4 Hours	Each Additional Hour	
<b>Upper Level Rooms</b>									
<b>McCormick Auditorium</b>	9,744	836†	836	-	-	-	\$600	\$125	built in
<b>Main Lobby</b>	8,213	200‡	-	-	-	-	\$240	\$60	portable
<b>Exposition Center</b>	6,240	-	300	300	140	48	\$375	\$90	portable
<b>McCormick Ballroom</b>	5,000	-	300	300	140	48	\$375	\$90	built in
<b>Gallery Lounge</b>	4,704	200‡	-	-	-	-	\$240	\$60	portable
<b>Hermann Lounge</b>	1,350	-	40	40	20	20	\$85	\$20	portable
<b>Alumni Lounge</b>	1,350	-	50	48	30	40	\$85	\$20	portable
<b>Crown Room</b>	483	20*	-	-	-	-	\$65	\$15	portable
<b>Field Room</b>	483	16*	-	-	-	-	\$65	\$15	portable
<b>Lower Level Rooms</b>									
<b>Faculty Club: Armour Dining Room</b>	2,209	-	100	100	60	40	\$125	\$30	portable
<b>Faculty Club: Armour Conference Room</b>	936	20*	-	-	-	-	\$85	\$20	portable
<b>Faculty Club: Trustee Dining Room</b>	874	-	40	40	30	30	\$85	\$20	portable
<b>Faculty Club: Room 006</b>	759	-	20	16	20	20	\$65	\$15	portable
<b>Faculty Club: Room 007</b>	759	-	35	32	30	20	\$65	\$15	portable
<b>Faculty Club: Room 005</b>	552	20	-	-	-	-	\$65	\$15	portable
<b>The BOG</b>									
<b>Package 1: Meet me in the BOG</b>	11,400	up to 25	-	-	-	-	\$360	\$90	portable
<b>Package 1: Meet me in the BOG</b>	11,400	26-75	-	-	-	-	\$480	\$120	portable
<b>Package 1: Meet me in the BOG</b>	11,400	76-125	-	-	-	-	\$600	\$150	portable
<b>Package 1: Meet me in the BOG</b>	11,400	126-300	-	-	-	-	\$800	\$200	portable
<b>Package 2: Bowl Me Over!</b>	11,400	up to 25	-	-	-	-	\$700	\$175	portable
<b>Package 2: Bowl Me Over!</b>	11,400	26-75	-	-	-	-	\$800	\$200	portable
<b>Package 2: Bowl Me Over!</b>	11,400	76-125	-	-	-	-	\$1000	\$250	portable
<b>Package 2: Bowl Me Over!</b>	11,400	126-300	-	-	-	-	\$1400	\$350	portable

Hermann Hall Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

\* Fixed Meeting Table  
 \*\* See AV Pricing Guide for Costs  
 † Fixed Auditorium Seats  
 ‡ Reception

## A. Event Space Charges: IIT Campus Buildings

		Max Capacity	Up to 4 Hours	Each Hour +
<b>Alumni Memorial   3201 S. Dearborn</b>				
<b>AM 222</b>	Classroom	36	\$90	\$20
<b>AM 101</b>	Classroom	20	\$90	\$20
<b>Carr Memorial Chapel   65 East 32nd Street</b>				
		65	\$180	\$30
<b>Engineering 1   10 West 32nd Street</b>				
<b>E1 104</b>	Smart Auditorium*	152	\$180	\$45
<b>E1 027</b>	Smart Classroom*	27	\$90	\$20
<b>E1 034</b>	Smart Classroom	27	\$90	\$20
<b>E1 102</b>	Smart Classroom	27	\$90	\$20
<b>E1 103</b>	Smart Classroom	27	\$90	\$20
<b>E1 106</b>	Smart Classroom	27	\$90	\$20
<b>E1 119</b>	Smart Classroom	27	\$90	\$20
<b>E1 123</b>	Smart Classroom	27	\$90	\$20
<b>E1 121</b>	Smart Classroom	27	\$90	\$20
<b>E1 122</b>	Smart Classroom	27	\$90	\$20
<b>E1 124</b>	Smart Classroom	27	\$90	\$20
<b>E1 241</b>	Smart Classroom	27	\$90	\$20
<b>E1 242</b>	Smart Classroom	27	\$90	\$20
<b>E1 244</b>	Smart Classroom	27	\$90	\$20
<b>E1 245</b>	Smart Classroom	27	\$90	\$20
<b>Life Sciences   3105 S Dearborn</b>				
<b>LS 111</b>	Smart Auditorium*	98	\$120	\$30
<b>LS 152</b>	Smart Classroom*	54	\$90	\$20
<b>LS 129</b>	Smart Classroom	35	\$90	\$20
<b>LS 213</b>	Smart Classroom	28	\$90	\$20
<b>LS 116</b>	Smart Classroom	20	\$90	\$20
<b>Perlstein Hall   10 West 33rd Street</b>				
<b>PH 131</b>	Smart Auditorium*	196	\$240	\$60
<b>PH 109</b>	Smart Classroom*	56	\$90	\$20
<b>PH 108</b>	Smart Classroom	32	\$90	\$20
<b>Seigel Hall   3301 S. Dearborn</b>				
<b>SH 118</b>	Smart Auditorium*	267	\$300	\$75
<b>SH 202</b>	Smart Classroom*	32	\$90	\$20
<b>SH 203</b>	Smart Classroom	32	\$90	\$20
<b>SH 204</b>	Smart Classroom	32	\$90	\$20
<b>Stuart Building   10 West 31st Street</b>				
<b>SB 104</b>	Smart Auditorium*	204	\$300	\$75
<b>SB 111</b>	Smart Classroom*	67	\$125	\$25
<b>SB 113</b>	Smart Classroom	67	\$125	\$25
<b>SB 106</b>	Smart Classroom	28	\$90	\$20
<b>SB 107</b>	Smart Classroom	28	\$90	\$20
<b>SB 201</b>	Smart Classroom	32	\$90	\$20
<b>Wishnick Hall   3255 S. Dearborn</b>				
<b>WH 113</b>	Smart Auditorium*	267	\$300	\$75
<b>WH 115</b>	Smart Classroom*	40	\$90	\$20
<b>WH 116</b>	Smart Classroom	40	\$90	\$20
<b>WH 117</b>	Smart Classroom	29	\$90	\$20
<b>WH 119</b>	Smart Classroom	20	\$90	\$20

\* Smart defines a classroom or auditorium that is equipped with a projector, document projector, screen, microphone, and a white board.

**Section A Total \$ \_\_\_\_\_ \$ \_\_\_\_\_**  
**IIT Campus Building Total \$ \_\_\_\_\_**

# B. Audio Visual Pricing Guide

## Hermann Hall AV Built in systems

McCormick Aud. (HH) Sound System	\$150
• (1) wireless microphone	
• CD player	
McCormick Aud. Stage Lights	\$90
• Programming Fee	
McCormick Aud. Projection Screen	\$25
McCormick Aud. Projector (15,000 lumen)	\$300
• \$50 for every hour beyond 4hrs	
McCormick Ballroom (HH) House Sound System	\$150
McCormick Ballroom (HH) LCD Projector	\$180
• projects onto West wall	
Alumni Lounge Projector	\$180

## McCormick Tribune Campus Center AV Built in systems

McCloska Aud. (MTCC) House Sound System	\$150
McCloska Aud. (MTCC) LCD Projector	\$180
• Projects onto white wall	
McCloska Ballroom (MTCC) Projector	\$180
• Projects onto North wall	
LaSalle Bank Executive Conference Room LCD Projector	\$180
• Projects onto white wall	

## Portable Audio Systems

Audio Package 1 (for audiences up to 50)	\$90
Audio Package 2 (for audiences up to 250)	\$120
Audio Package 3 (for audiences 250+)	\$180

## Additional Audio Visual Equipment

Microphones	
• fixed lectern microphone	\$50
• handheld wired microphone	\$25
• wireless handheld microph.	\$90
• wireless lavalier microph.	\$90
Audio	
• Audio mixer	\$60
• Speaker-monitor wedge	\$30
• Speaker	\$50
• mp3 player adapter	\$10
Video	
• TV (CRT)	\$60
• DVD player	\$30
• Plasma screen TV 52"	\$250
-Laptop input	
-Stand & remote	
• DVD player	\$50
• Portable LCD projector	\$180
• 8 ft. or 6 ft. projection screen	\$25
• Slide advance remote	\$20
Telecommunications	
• Conference Phone	\$120
• Laptop	\$100
• Internet connection *	\$120

HH Built in AV Systems	_____
MTCC Built in AV Systems	_____
Portable Audio Systems	_____
Additional AV Equipment	_____

Section B Total:	\$ _____
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\* Must be requested 5 business days before the event.

# C. Production Equipment Pricing Guide

## Production Equipment

	cost/unit	
Black tripod easel w/ sign board	\$10	x ___ units = \$ _____
Dry erase board w/ markers	\$20	x ___ units = \$ _____
Flip chart pad and markers	\$20	x ___ units = \$ _____
Staging (6 ft. by 8 ft.)	\$50	x ___ units = \$ _____
Stanchions (price/pillar)	\$5	x ___ units = \$ _____
Lectern	\$20	x ___ units = \$ _____
Table Linen (price/table)	\$6	x ___ units = \$ _____
Table skirting (price/table)	\$10	x ___ units = \$ _____
Coat rack	\$20	x ___ units = \$ _____
High Boy tables	\$10	x ___ units = \$ _____
Grand piano (in HH only)	\$125	x ___ units = \$ _____
Upright piano (in HH only)	\$125	x ___ units = \$ _____

Section C Total: \$ \_\_\_\_\_

## F. Parking (per vehicle)

- Main Campus
  - Mon-Fri: 7 a.m.–3 p.m. \$8/car x \_\_\_ cars = \$ \_\_\_\_\_
  - Mon-Fri: 3–7 p.m. \$4/car x \_\_\_ cars = \$ \_\_\_\_\_
  - Sat: 7a.m.–7p.m. \$4/car x \_\_\_ cars = \$ \_\_\_\_\_
  - Sundays: complimentary \$0/car
- US Cellular
  - Mon-Fri: 7 a.m.–6 p.m. \$5/car x \_\_\_ cars = \$ \_\_\_\_\_
  - Sundays: complimentary \$0/car

Section F Total: \$ \_\_\_\_\_

## D. Production Staffing\*

- A/V technician (price/hr)\*\* \$15
- Building Staff (price/hr) \$30
- Public Safety (price/hr) \$35
- Custodial (price/hr) \$35

Section D Total: \$ \_\_\_\_\_

## G. Catering

All catering and food served at an event within the Campus and Conference Centers must be provided by IIT Campus Catering or Campus Dining Services. Communicate with your event coordinator and contact [catering@iit.edu](mailto:catering@iit.edu) to get more information on the dining available options.

Section G Total: \$ \_\_\_\_\_

## E. Event Fees\*

- Late notice rush charge \$50
- Early/late opening \$120
- Post-event clean up \$200
- Room reset \$200

Section E Total: \$ \_\_\_\_\_

\* Staffing costs and event fees are included in the rental of the space; however, additional charges may apply at the discretion of the event coordinator.

\*\* Must be requested 5 business days in advance.

# Policies, Procedures and Additional Services

## Payment Policies

Payments can be made by cashier's check, money order, credit card, or in cash. A credit card payment can be made using our secure online system. Personal checks are not accepted. External clients need to put a 50% deposit down at the time of signing the contract or acknowledgement of the quote. The balance of all charges is due one week prior to the event. If payment is not received prior to the event, the space is not guaranteed. Additional charges incurred during the event will be billed following the event.

## Catering

Please call IIT Dining Services at 312.567.5251 or email [catering@iit.edu](mailto:catering@iit.edu) for all your catering needs. IIT Dining Services is the only approved food provider for events held at IIT. No outside food or drinks are allowed in our facilities. The final count of people attending the event must be provided to IIT Dining Services at least four business days prior to the event date. Changes made after four business days may incur late charges. For catered events, any delay of serving time over 10 minutes caused by the client will result in additional labor charges.

## On-Campus Dining Options

We have a variety food options on campus. In the McCormick Tribune Campus Center, there is a coffee shop- Global Grounds, a restaurant- the Pritzker Club, and Center Court, which is a grab-n-go. There is also an Einstein's Bagels in Hermann Hall.

## Parking

IIT offers metered, guest, and permit parking on the main campus. For more information, visit [www.iit.edu/~parking](http://www.iit.edu/~parking) for more information. Parking must be requested for all events through your events coordinator.

## Additional Policies

For additional policy information please visit our website at [www.ccc.iit.edu](http://www.ccc.iit.edu)

## The BOG

The BOG is our on campus bar, recreation center, and bowling alley. It is available for rental and is open to students and the public on Thursday and Friday evenings. Equipped with a stage, lighting, and an optional sound system, the BOG is an ideal location for live music, parties, and special events. Two packages are available, Package 1: Meet me in the BOG is a basic package ideal for meetings or training sessions, and Package 2: Bowl Me Over is the full service package including the bowling alley, 50" plasma tvs, video gaming equipment, and recreation equipment. Pricing is available on page 4.

## One Stop Shop

The following is a list of additional services we offer for your convenience. Just ask your event coordinator for quotes.

## Architectural Tours

The Illinois Institute of Technology is home to many architectural gems. The campus was designed by Mies van der Rohe and most of the academic buildings are his original design, including the National Historic Landmark S.R. Crown Hall. Rem Koolhaas designed our Student Center and State Street Village was designed by Helmut Jahn. IIT's Mies van der Rohe Society offers architectural tours, both docent led and self guided audio tours through the Campus Information Center in the McCormick Tribune Campus Center. The tours leave at 10a and 1p daily. You can also arrange private tours through your event coordinator.

## Giveaways

Need an event T-shirt or swag? We can help you!

## IIT Bookstore

The IIT Bookstore is located in the McCormick Tribune Campus Center, and is available for events like book-signings.

## IIT Mail and Copy Center

Located in the McCormick Tribune Campus Center, they can meet all of your copying needs. See your event coordinator for more details and pricing.

## Record Your Event

We can provide a well-shot, expertly edited DVD of everything from panel discussions to three act plays, processed as you like and filled with special features.

## Marketing and Advertising

We offer a few different types of advertising options for your event.

*Social Media*- We can advertise your provided flyer on our facebook and twitter pages. \$25

*On-Campus Advertising* - There are several flat screen tvs around campus that advertise events for various univeristy organizations. We can add your flyer to this continuous slideshow. \$25

*Tech News* - IIT's online weekly campus newsletter that reaches the entire IIT community. Include a blurb about your event. \$25

*Flyer Creation* - You don't have a flyer? We can make it for you! Just provide us with the information. Up to 3 revisions included. \$50