



INDIANA UNIVERSITY

SIMON SKJODT ASSEMBLY HALL **PRODUCTION GUIDE**

LEGENDARY HOME OF THE INDIANA HOOSIERS

INTRODUCTION

SIMON SKJODT ASSEMBLY HALL

Simon Skjodt Assembly Hall is the premier large event venue located in southern Indiana. The venue is located in Bloomington, Indiana, on the campus of Indiana University. At over 40,000 students, Indiana University is the largest university in the state. In addition to hosting entertainment events and presidential candidates, Simon Skjodt Assembly Hall is home to many sporting events and tournaments for Indiana University and the Big Ten Conference, including the five time National Champion men's basketball program.

Simon Skjodt Assembly Hall features a 17,222-seat arena, suites, offices, locker rooms, dressing rooms, a merchandise store, a ticket office, and an arena concourse.

A MESSAGE FROM THE EXECUTIVE DIRECTOR OF UNIVERSITY EVENTS



Welcome to Indiana University and Simon Skjodt Assembly Hall, home of the Indiana Hoosiers men's and women's basketball teams. Opening in 1971, this iconic venue has played host to well over six million fans, with events ranging from college basketball games to the entertainment industry's top tours. Beautiful renovations to the venue in 2016 solidifies Simon Skjodt Assembly Hall's reputation as "the Carnegie Hall of basketball."

The entertainment industry's greats, including Bob Dylan, Dave Matthews, Red Hot Chili Peppers, Foo Fighters, John Mellencamp, Journey, and more, have dazzled fans on the campus of Indiana University over the years. We have also been thrilled to host presidential candidates, Olympic trials, and the Dalai Lama.

While our beautiful and historic venue is enough reason to visit Bloomington, we are eager to impress you with our service. Our staff epitomizes "Hoosier Hospitality," and we cannot wait to ensure your event is successful. From start to finish, your event becomes our event. This guide is a great reference tool for you to plan your event, but we are always happy to assist and answer questions. Thank you for your interest in Simon Skjodt Assembly Hall. We look forward to working with you soon!

A handwritten signature in black ink that reads "Doug".

Doug Booher, CVE
Executive Director
University Events

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Luke Bryan at Simon Skjodt Assembly Hall, Photo by Evan DeStefano

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TICKETING

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Brett Eldredge at Simon Skjodt Assembly Hall, photo by Evan DeStefano.



Hillary Clinton at Simon Skjodt Assembly Hall.

MAPS AND ROUTING



CLOSE TO MAJOR CITIES

CITY	ROAD MILES	FLIGHT TIME	DRIVING TIME
INDIANAPOLIS, IN	50	.5 HOURS	1 HOUR
LOUISVILLE, KY	98	.5 HOURS	2 HOURS
CINCINNATI, OH	129	1 HOUR	2.5 HOURS
FT. WAYNE, IN	173	1.5 HOURS	3 HOURS
CHICAGO, IL	230	1.5 HOURS	4 HOURS





DIRECTIONS

Simon Skjodt Assembly Hall and Indiana University are located in southern Indiana. Please use these directions to arrive at the venue.

FROM INDIANAPOLIS

Take Interstate 465 to Indiana SR 37 S
Take Indiana SR 37 S to SR 45/SR 46 Bypass East Exit
Take SR 45/SR 45 East to Fee Lane
Turn Right (South) on Fee Lane to Gate 13
Turn Right (West) into Gate 13

FROM LOUISVILLE

Take Interstate 65 N to Exit 68 for Columbus/Nashville/
Bloomington
Take SR 46 West to Bloomington
Turn Right (North) on SR 45/SR 46 Bypass to Fee Lane
Turn Left (South) on Fee Lane to Gate 13
Turn Right (West) into Gate 13

FROM EVANSVILLE

Take Interstate 69 N to Indiana SR 37 N
Take Indiana SR 37 N to SR 45/SR 46 Bypass East Exit
Take SR 45/SR 45 East to Fee Lane
Turn Right (South) on Fee Lane to Gate 13
Turn Right (West) into Gate 13

FROM CINCINNATI

Take Interstate 74 W to Exit 134A Indiana SR 3 S
Take Indiana SR 3 S to Indiana SR 46 W towards
Columbus to Bloomington
Turn Right (North) on SR 45/SR 46 Bypass to Fee Lane
Turn Left (South) on Fee Lane to Gate 13
Turn Right (West) into Gate 13

AIRPORT INFORMATION

Private charter air is located four miles southwest of
Bloomington, Indiana, at Monroe County Airport (BMG).
The closest commercial airport is located seven
miles west of downtown Indianapolis at Indianapolis
International Airport (IND).

BOOKING PROCEDURES

SCHEDULING A DATE

If you have questions regarding the availability of the arena, please contact the Executive Director of University Events.

PROMOTING/CO-PROMOTING

Simon Skjodt Assembly Hall can self-promote as well as assist with co-promotion. Contact us for details.

RENTAL EXPENSES

Rental structure is based on established rental rates and determined by the type of event, the space, and the equipment used. Further information can be obtained by contacting the Executive Director of University Events.

CONTRACT EXECUTION

All arrangements are considered to be tentative until a license agreement has been fully executed and returned. A deposit may be required upon execution of license agreement to secure your date.

FINANCIAL SETTLEMENT

At the conclusion of an event, the licensee is responsible for settling all outstanding facility expenses. Any questions regarding the settlement procedure should be directed to the Executive Director of University Events.

OUR TEAM

We are happy to help with anything you need. Please refer to the Contact Us page (3) for our department contact information.



Macklemore performing at Simon Skjodt Assembly Hall.



Barack Obama speaking at Simon Skjodt Assembly Hall.



Michael Jordan playing at Simon Skjodt Assembly Hall in 1984.

TICKET OFFICE

Our in-house Paciolan ticketing system provides complete flexibility regarding manifest design, ticket formatting, house scaling, and reporting. Customers have the option of purchasing in person at Simon Skjodt Assmebly Hall, online at iuhoosiers.com/tickets, or through the IU Athletics Ticket Office's phone centers.

FEATURES

- All ticket windows in Simon Skjodt Assembly Hall are ADA accessible.
- 15 windows are available for day-of event sales.
- Online sales are available through iuhoosiers.com/tickets
- Cash, Check (cashiers or personal), Credit Card (Visa, MasterCard, Discover, and American Express), and money order are all accepted.
- Students have the ability to use Bursar billing for ticket purchases.
- An Equerry system is available to generate sales reports.

HOURS OF OPERATION

9 a.m. to 5 p.m., Monday through Friday

*Additional evening and weekend hours scheduled as needed for sales and events.

PHONE NUMBERS

General information: (812) 855-4006

Fax: (812) 855-9156

Email: iuticket@indiana.edu

LOCATION

West Lobby of Simon Skjodt Assembly Hall
1001 E 17th Street, Bloomington, IN 47408

GROUP SALES

Group sales are available to approved groups at promoter's request and processed by our Group Sales Manager.

OVERALL CAPACITIES

TYPICAL EVENT CONFIGURATIONS

BASKETBALL

17,222

CENTER STAGE 360

16,800

END STAGE 360 (RESERVED)

16,250

END STAGE 180 (RESERVED)

12,350

HALF HOUSE

7,500



Basketball at Simon Skjodt Assembly Hall.

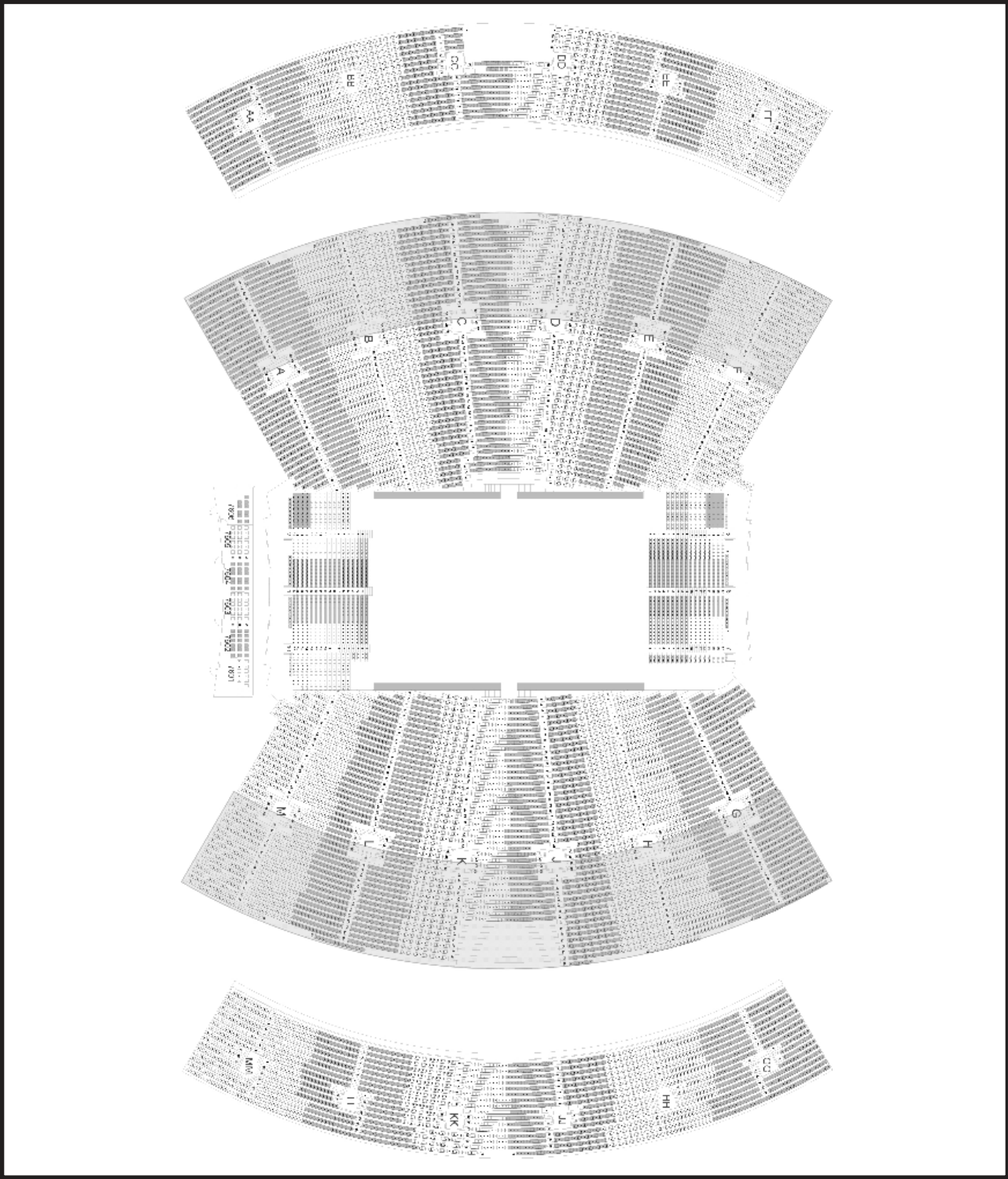
BASKETBALL

TOTAL CAPACITY: 17,222

MAIN: 10,500

BALCONY: 4,500

FLOOR: 2,222



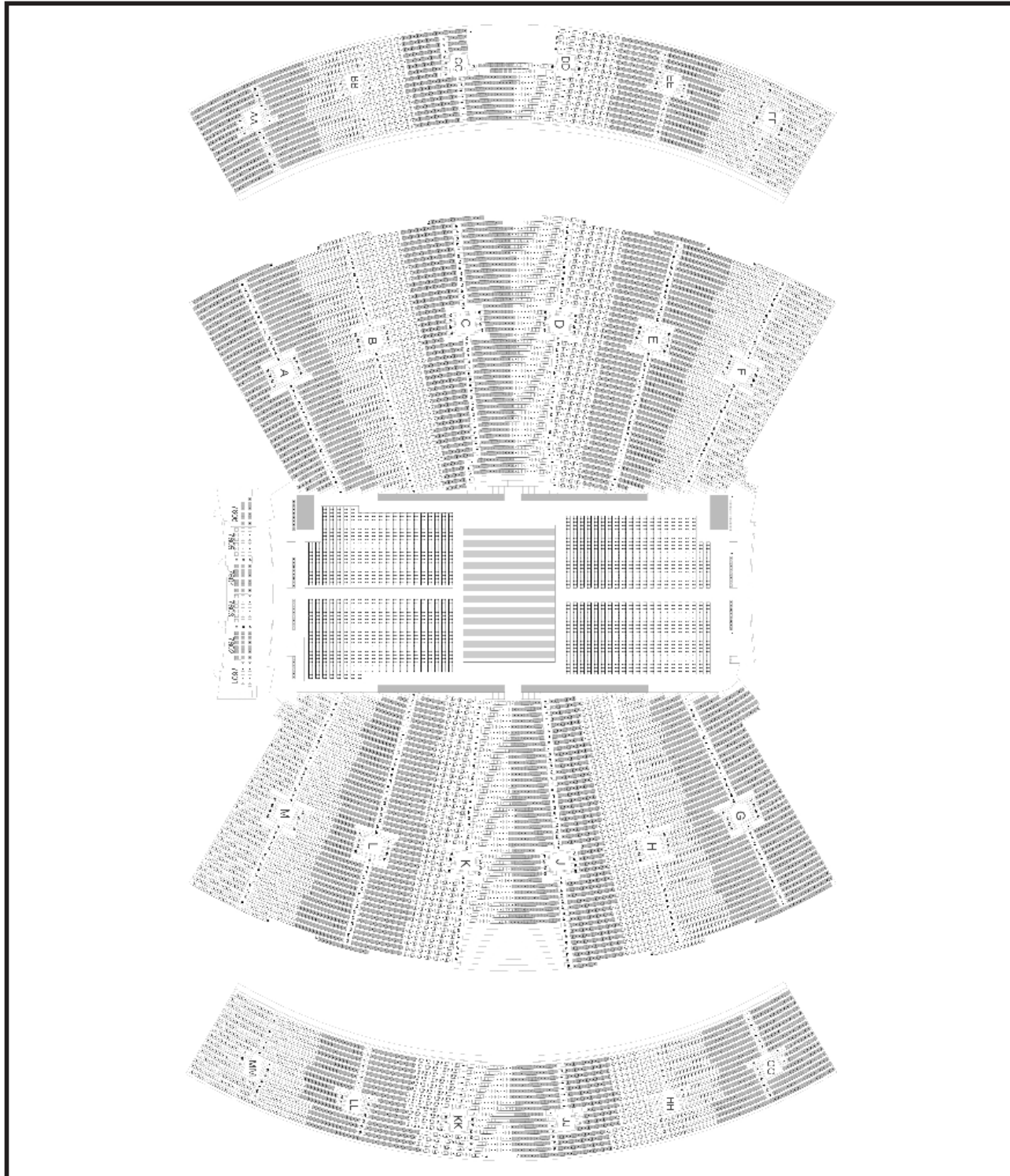
CENTER STAGE 360

TOTAL CAPACITY: 16,800

MAIN: 10,500

BALCONY: 4,500

FLOOR: 1,800



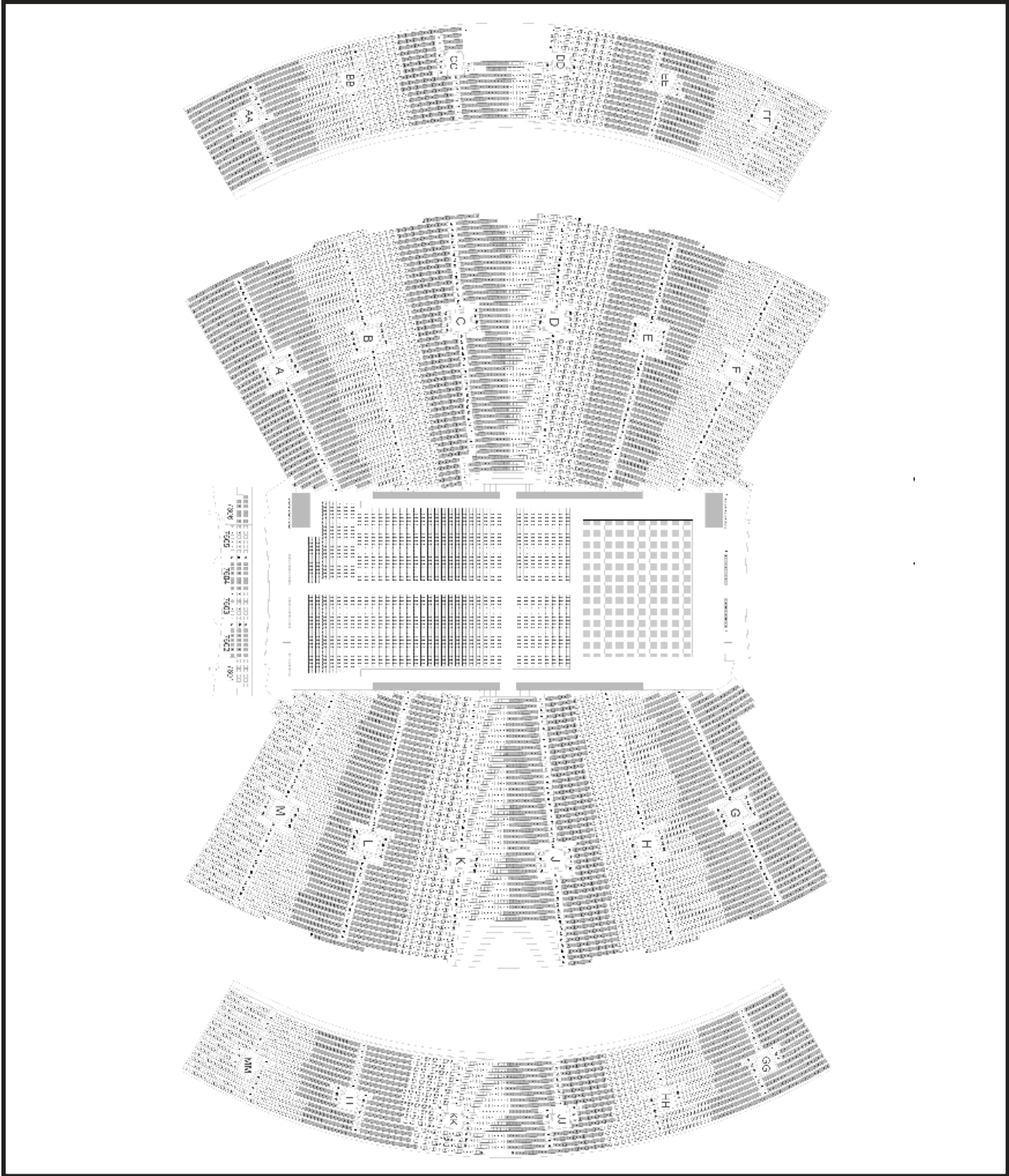
END STAGE 360

TOTAL CAPACITY: 16,250

MAIN: **10,500**

BALCONY: **4,500**

FLOOR: **1,250**



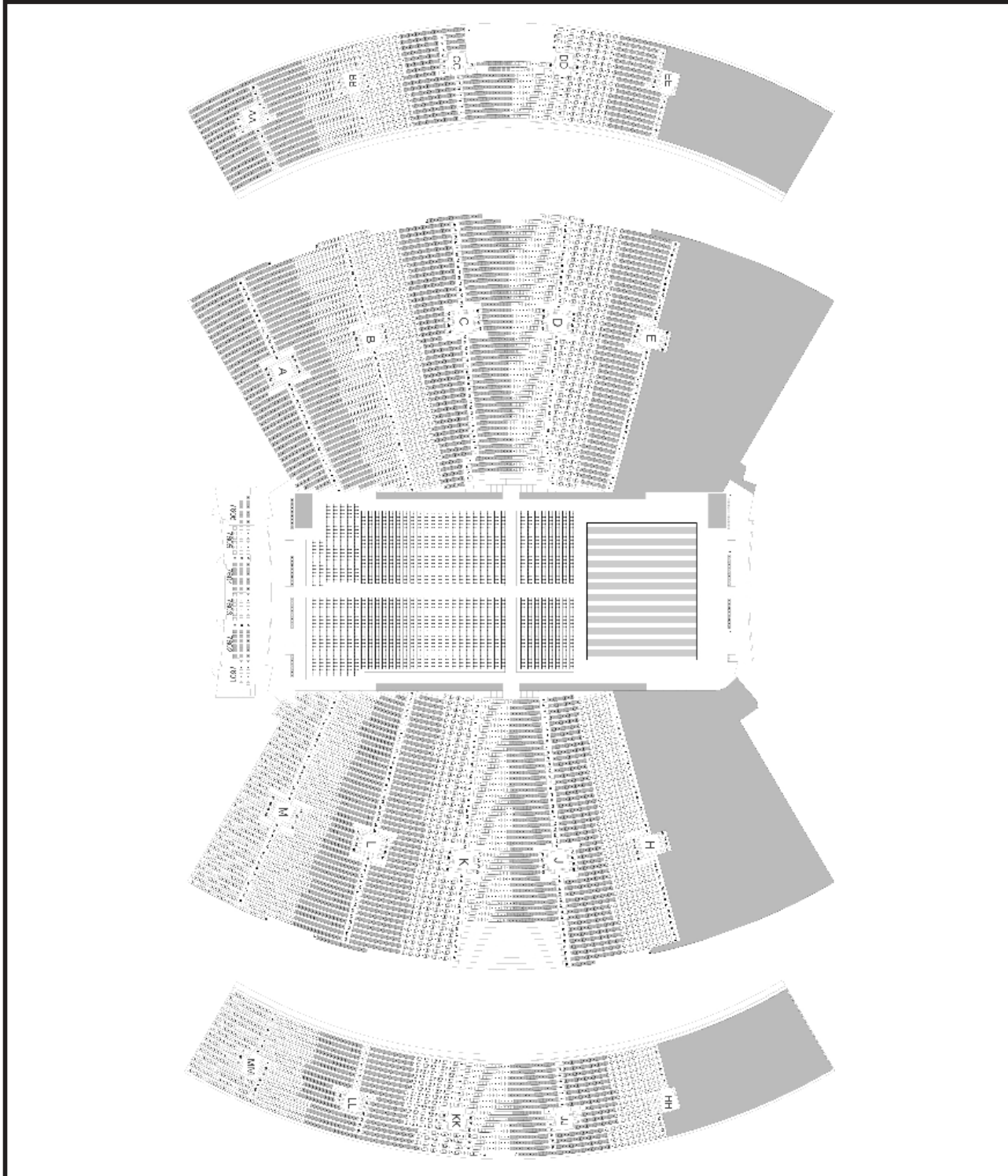
END STAGE 180

TOTAL CAPACITY: 12,350

MAIN: **8,000**

BALCONY: **3,100**

FLOOR: **1,250**





Luke Bryan at Simon Skjodt Assembly Hall, photo by Evan DeStefano. End Stage 180 Configuration.



The Grateful Dead performing at Simon Skjodt Assembly Hall. Photo by IU Archives.

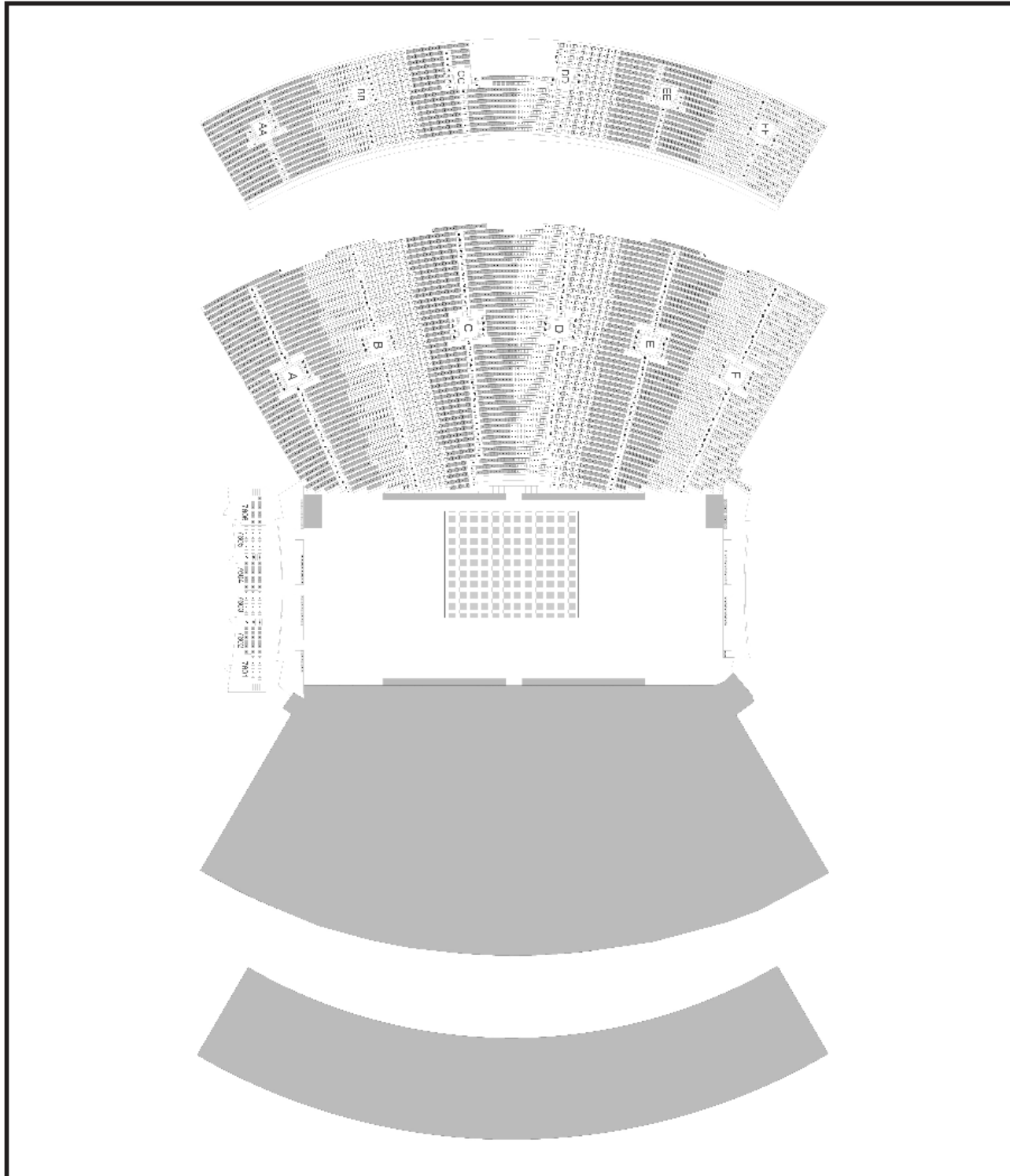
HALF HOUSE

TOTAL CAPACITY: 7,500

MAIN: **5,250**

BALCONY: **2,250**

FLOOR: **0**





Dave Matthews and Tim Reynolds performing at Simon Skjodt Assembly Hall. Photo courtesy of Indiana Daily Student.



Bob Dylan performing at Simon Skjodt Assembly Hall. Photo courtesy of IU Archives.



Commencement at Simon Skjodt Assembly Hall. End Stage 360 Configuration.

LEVEL GUIDE

COURT/EVENT LEVEL

- Dressing Rooms: Simon Skjodt Assembly Hall features six separate dressing room possibilities on court/event level. Each comes equipped with restrooms, showers, and lounge areas. Each room can be equipped to your specifications.
- Office: The Basketball Media Room on court/event level is used for on-site tour office space and can be equipped to almost any specification.
- Catering: Suite 1820 and the Champions Locker Room are both suites located on court/event level. Each location is a great option for tour catering.

LOBBY LEVEL

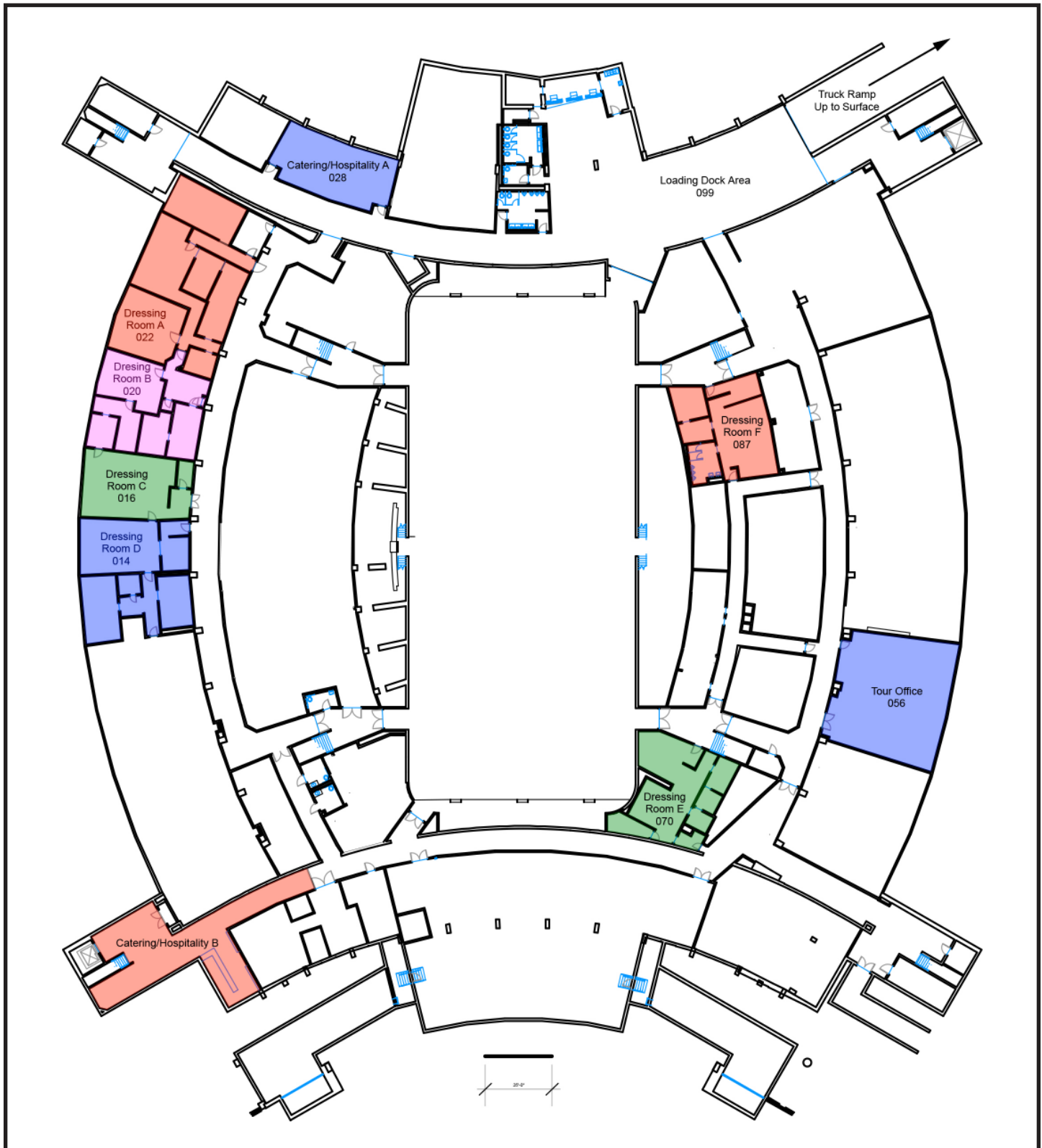
- Merchandise Locations: Both the North and South Lobby feature a large gathering space for fans, perfect for large merchandise points of sale. Our friendly, trained staff will assist with inventory coordination and setup. Upon request, staff can also be arranged to sell merchandise. Additional satellite stand merchandise points of sale are available throughout the venue.
- First Aid Room: The First Aid Room is located in the SE Corner of Lobby Level. Trained medical staff, including EMTs, are located throughout the venue for every event.

CONCOURSE LEVEL

- The South Concourse features a brand-new premium seating area. Two suites, an 83-seat and 12-seat option, come equipped with luxurious seating, indoor club areas, premium food and beverage, and private restrooms.

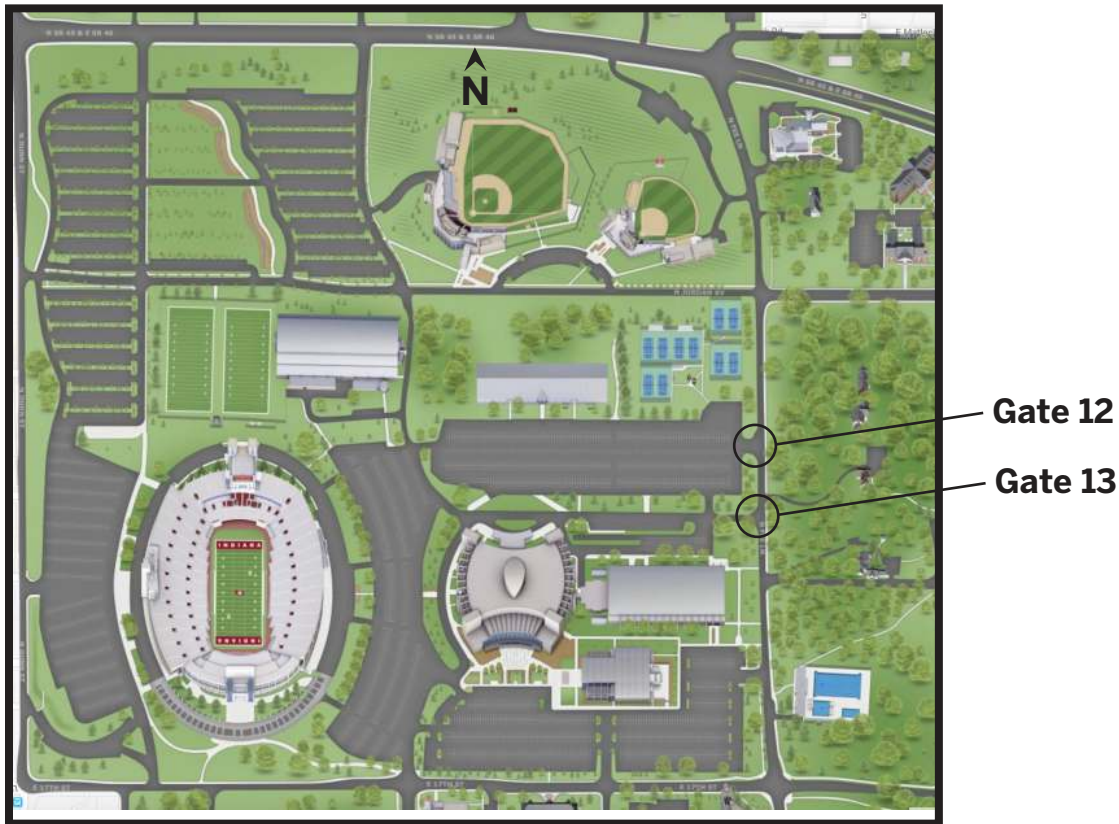
BACKSTAGE ROOMS

Court/event level highlights include a variety of dressing rooms, catering and hospitality areas, and a space for the tour office.



PARKING AND BUILDING ACCESS

MAP



TOUR PARKING

- Simon Skjodt Assembly Hall has large amounts of surface parking adjacent to the arena loading dock. Gate 13 off of Fee Lane between 17th Street and the 45/46 Bypass can be used for tour buses and trucks and Gate 12 can be used for additional production trucks.
- The arena has one (1) accessible loading dock that can be used for load-in/load-out. This dock provides close access to the arena floor, with only a 50-foot push from dock to arena floor.

PUBLIC PARKING

- Simon Skjodt Assembly Hall has ample amounts of paved surface lots surrounding the venue. The lots have been proven to be adequate for sell-out shows over the years. The parking lots are also ADA accessible, with multiple drop-off zones adjacent to the building as well as an abundant number of ADA parking spaces.

LOT SIZES/NUMBER OF SPACES

- Paved parking lots immediately surrounding Simon Skjodt Assembly Hall can accommodate over 5,000 vehicles. Additional auxiliary lots within walking distance of the venue can accommodate an additional 2,000 vehicles.

HOUSE EQUIPMENT

Simon Skjodt Assembly Hall is equipped to help make your event a successful one. Below is a list of some of the equipment we have in-house. Our Technical Director can arrange for all necessary equipment for your show's needs.

EQUIPMENT

- Blockader bike rack
- Blow-thru stage barricade
- Yellow Jacket cable protection
- Audience chairs
- Pipe and drape and backing
- Security metal detectors

RIGGING

- Points within the riggable area can generally be achieved through bridling. Our Head Rigger is available to answer any venue-specific structural rigging questions. Rigging in this venue will be supervised by an ETCP certified lead rigger and a predetermined number of IATSE riggers in order to ensure the highest level of safety for artists and guests. All rigging must comply with State, Federal, and University safety guidelines. This venue does not stock in-house rigging equipment, but we would be happy to assist in the rental of needed equipment from local vendors. Rigging plans should be submitted to the Head Rigger for approval prior to load-in. PDF and DWG files of the venue are available by request.

POWER

- East: (1) 400 amp 3-phase 208/120V disconnect
- West: (2) 400 amp 3-phase 208/120V disconnects
- Stage right: (1) 480V-400amp 3-phase disconnect, that through a transformer could supply 2 additional 400 amp 3-phase 208/120V disconnects
- Shore power: Outside West, (3) 200 amp 3-phase 208/120V disconnects. (1) 100 amp 3-phase 208/120V disconnect
- East: (1) 400 amp 3-phase 208/120V disconnect (feeding a disconnect at the north and south end of the east bleachers—only one can be used at a time)
- All services have cam locks installed.

LIGHTING

- House right and house left balcony corner positions
- House right and house left loge positions
- 12 dimmable 10° ETC @750W

AUDIO

- JBL VerTec VT4888 exploded cluster
- 2 Shure UHR4d wireless microphone receivers
- 2 Shure UR2 handheld wireless transmitters with Shure Beta 87 capsules

VIDEO

- 4 Daktronics HD video boards totaling over 1500 square feet. Two 552-foot screens face the main stands and two 206 square foot screens face the end stands.
- Video boards are 6mm high resolution.
- Max trim height of 45'

BUILDING SAFETY

CABLES AND CORDS

- Any cable or cord on an area of the floor that is accessible to a guest, employee, or member of a visiting tour must be covered by a Yellow Jacket, cable ramp, or approved tape in order to minimize a tripping hazard.

EQUIPMENT

- The use of arena equipment, such as the forklift, can only be operated by individuals certified to use that piece of equipment. All equipment should be operated and stored in a safe fashion.
- The hardwood court floor is permanent, and requires covering for most events.

ACCESS AND AISLE WAYS

- As safety is a top priority, standing room is not available and is not permitted. All crosswalks, aisles, corridors, and vomitoriums must be kept clear in the event of an emergency. No portions of the sidewalks, entries, passages, vestibules, halls, or stairs may be obstructed for any purpose other than ingress and egress to and from the building.

EMERGENCY LIGHTING

- In accordance with fire code, exit lights, emergency lights, house lights, aisle lights, stairway, and hallway security lights or any other lights necessary for the safe occupation of the building must remain lit.

EMPLOYEE ACCESS

- Full-time working employees of the University shall have access at all times and in all areas of the facility as needed.

SECURITY AND STAFFING

- IU Event Services provides and manages for guest service, contract security, and law enforcement in Simon Skjodt Assembly Hall. University Management works in partnership with artists and promoters to set and modify security and staffing calls up to the time of performance. All staffing requirements should be discussed and approved by University Management one week prior to the date of the event. University Management reserves the right to assign and direct all security personnel in and around the facility at all times.

MEDIA ACCESS

- All media must be authorized and must be in an authorized location or in a prearranged seat.

FIRE EXTINGUISHERS AND WATER FOUNTAINS

- Building fire extinguishers (mostly located on the walls) and arena water fountains must be kept clear. They cannot be covered or blocked in any way.

OSHA

- Simon Skjodt Assembly Hall complies with OSHA regulations.

PYROTECHNICS

- All shows must provide the Executive Director of University Events with all technical information prior to any rigging or pyrotechnics. All pyro technicians must be licensed and are subject to oversight by University fire safety personnel, the State Fire Marshal, or their designees.

RIGGING

- Only experienced riggers are permitted on the rigging steel. All riggers are required to use safety cables while rigging.



Lil Wayne performing at Simon Skjodt Assembly Hall.

GENERAL BUILDING INFORMATION

In 2016, Indiana University completed a \$45 million renovation of the historic Simon Skjodt Assembly Hall. These renovations helped preserve the iconic venue, while dramatically enhancing the event attendee's experience. Upgrades include brand-new lobby, concourse, and plaza space, a state-of-the-art center-hung video board, improved and added restrooms and concession stands, suites and hospitality experiences, and improved ADA upgrades.

ADA

Simon Skjodt Assembly Hall is a fan-friendly venue, designed to meet and exceed all Americans with Disabilities Act (ADA) standards. Some features include:

- Multiple seating areas for both wheelchairs and limited mobility
- Automatic door openers at all exterior entrances
- ADA compliant restrooms on every level of the venue for men's, women's, and all-gender restrooms
- Concession stands with lowered counters
- Elevators and escalators located in both sides of the venue
- Properly trained and equipped staff to ensure that all guests have a safe and memorable experience at the venue

RESTROOMS

As part of the 2016 renovation, all existing restrooms were updated. Total restrooms were increased by 68% from previous numbers. 16 all-gender restrooms were installed. ADA restrooms and baby changing stations are available on every level of the venue.

SEATING

All non-bleacher seats in the arena are refurbished with brand-new upholstery and padding, designed to provide comfort for fans.

SAFETY

Handrails and transparent acrylic railings are used throughout the venue to ensure safety of all event attendees.

SERVICE

Event Services staff are on-site for all events to ensure a safe, memorable, and enjoyable experience for all guests. Staff are trained as crowd managers as well to assist in the event of emergencies.

SECURITY

Security is used to help keep fans, artists, and staff safe at all times and to enforce show and building policies. Building security is trained to provide bag checks, wand screenings, and walk-through metal detectors if necessary. Security can be provided for artist dressing rooms, busses, and equipment trucks. Overnight security is also available upon request.

FIRST AID

The First Aid Room is located on the southeast corner of Lobby Level in Room #154. EMTs are always on site for events and are located throughout the venue to provide assistance if needed.

LOST AND FOUND

Handrails and transparent acrylic railings are used throughout the venue to ensure safety of all event attendees.

MERCHANDISE

A merchandise manager and staff will assist with the coordination of inventory during a show. Merchandise locations are available in the central location of both main lobbies, as well as satellite locations throughout the venue. Trained staff are available to sell merchandise upon request.

PROFESSIONAL STAFF

- Our team of professional staff is ready to ensure a successful show. We understand that each show is unique, and each member of our professionally trained team is ready to make certain that no stone is left unturned and every detail is carried out. Your event is our event!
- We are committed to providing the best possible experience to each and every fan as well. Our guest services staff is taught to serve, and our team is equipped with tools to rectify any situation that might occur.



Bob Hope Homecoming show sound check at Simon Skjodt Assembly Hall.
Photo courtesy of IU Archives.



Elvis Presley performing at Simon Skjodt Assembly Hall.
Photo courtesy of IU Archives.

POLICIES

BAG POLICY

All bags are subject to security check before entering Simon Skjodt Assembly Hall.

WAND AND WALK-THROUGH METAL DETECTORS

Standard venue procedures require all patrons to be screened by wand and/or walk-through metal detectors at arena entrances.

PROHIBITED ITEMS

For the safety of all artists and fans, umbrellas, cans/bottles, noisemakers, weapons, laser pointers, and outside food and beverage are prohibited.

CAMERA POLICY

Flash photography, professional cameras, and video recording are not permitted unless approved by the show promoter. Small cameras and cell phone cameras are permitted.

PROJECTILE POLICY

For the safety of all artists and fans, anyone found throwing objects will be escorted from the arena.

SMOKING POLICY

Smoking is prohibited on the campus of Indiana University.

ALCOHOL POLICY

Alcohol is prohibited at Simon Skjodt Assembly Hall except for suite and hospitality areas.



Luke Bryan performing at Simon Skjodt Assembly Hall.



Opening night at Simon Skjodt Assembly Hall in 1971. Photo courtesy of IU Archives.



Basketball at Simon Skjodt Assembly Hall.

MARKETING

Simon Skjodt Assembly Hall serves a market area of over 175,000 people within a 25-mile radius of the facility. Located less than an hour's drive from Indianapolis, Bloomington's target market can reach well over one million people. Indiana University in Bloomington has well over 40,000 students, making it the largest university in the state. Our marketing team is here to help aid in reaching these audiences.

A number of complimentary marketing and promotional opportunities are available to our clients including:

- Complimentary event listing on our website
- Free marketing consultations
- Initial press release for distribution to local/state media list is free of charge
- Initial announcement e-blast for ticketed events is also free of charge

Available for everything from full-scale marketing plan development and implementation, to placement of individual ad buys, our marketing services can not only increase the effectiveness of your marketing dollars, but also save you a few. Our marketing team has spent decades developing strong relationships and partnerships with our local vendors and, as such, ads placed (or print items produced) through our marketing team often have lower rates than are available to the general public. All items produced by and/or placed through our marketing team will incur a 15% agency/production fee.

Agency services include, but are not limited to:

- Marketing plan development and implementation
- Ad placement
- Graphic design
- Print production

To inquire about our marketing services, please contact Ryan Sheets, IU Auditorium Marketing Manager, at rmsheets@indiana.edu.



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