

# **Innis College Rental Events User's Guide**

This guide is intended as a user's manual to the recommended practices for running an event at Innis College.

After confirming your booking and payment with Innis Town Hall, we recommend the following next steps:

1. **Schedule a site visit.** If you have not been to Innis College or Innis Town Hall before this can be a valuable chance to plot out your event. Innis Town Hall is a very busy space with a full schedule of weekday daytime classes. Finding a date and time for a site visit will take some advance planning. If you are familiar with the venue, this step can be skipped.
2. **Plan your event.** Discuss with Innis Town Hall management on available equipment (microphones, connections for laptops, etc.), staging furniture (podium, etc.) and lobby requirements (tables/chairs, signage, etc.). Floor plans of Innis College and Innis Town Hall are available upon request. For some events, a basic listing of requirements for your event will suffice. For more complicated events it is recommended that you provide a detailed cue sheet or technical show flow for Innis staff to help support your event.
3. **Event promotion.** Let us help you promote your event. Innis Town Hall maintains an active social media presence on Twitter: @innistownhall, Facebook: Innis Town Hall and our [townhall.innis.utoronto.ca](http://townhall.innis.utoronto.ca) website. To ensure quick posting please supply a .jpg, .png, or .pdf file of your event poster and a brief description of your event (no more than 150 words please) outlining the time, date, cost etc. Please also include a link to any online ticket purchasing, event registration page and your social media handle, i.e. twitter.
4. **Screening materials.** Coordinate with Innis Town Hall management the drop off of your screening material directly to the Innis Town Hall projection booth. We recommend that your material is available at least 3 business days prior to your event. Through our normal operational practices we will conduct a basic inspection of your materials and prepare them for projection – confirming compatibility with our system, duration, presence of subtitles, etc. More comprehensive and rigorous “film festival” style inspection of your materials is also available at a cost of \$50/hour.
5. **Day of process.** During your rental, the Innis Town Hall house technician assigned to your event will be your primary contact for all event concerns. Innis Town Hall management will relay the house technician's name prior to your event. At the start of your rental, please check in with the house technician in the Innis Town Hall projection booth. To access the projection booth, take the elevator or centre stairs to the St. George wing second floor and then cross the bridge that extends into the east college atrium past the student lockers. The projection booth phone number is 416-978-0591. Please do not arrive early for your event, the staffing assigned for your event is based on the hours you book.

Good luck and have a great event!