JOURNALISM UNIT IN THE MEDIA SCHOOL
Hospitality Request Guidelines

Hospitality is
Food, meals, drinks (non-alcoholic), snacks, buffet, catered meals, meals at a restaurant, including the Tudor Room that will be paid in advance or reimbursed with Journalism funds, and that serve a bona fide university purpose.

Who hospitality is provided to
IU students, visitors, or guests, who are not employees of Indiana University or an event that involves a combination of students, visitors to campus, and IU faculty or staff. Note: If you have further questions, here is a link to the official policy of Indiana University http://policies.iu.edu/policies/categories/financial/accounting-administration/FIN-ACC-I-50-allowable-hospitality-expenses.shtml

When to request hospitality
All requests should be made two weeks in advance of the event.

Procedures for hospitality
The host to the visitor or event organizer submits a request to Journalism here: http://mediaschool.indiana.edu/forms/journalism-hospitality-request-for-support/. This is a preliminary step that helps the finance office with budgeting and helps us determine if we need an IU Campus VPGA-issued hospitality code.

Procedures for alcohol approval
Units requesting to serve alcohol at an on-campus event or requesting to enter into a sponsorship arrangement with an alcohol-affiliated entity should provide the following information to The Media School Finance Office (aswaffor@indiana.edu or jalaughl@indiana.edu) so we may apply for approval from the Provost’s Office:

- Event Name
- Event Date
- Event Location
- Event Description
- Name of proposed alcohol vendor
- Description of the anticipated audience and participants for this event
- The estimated number of participants

If alcohol is approved, those charges must be put on a separate receipt.

If students will participating in the event, you will need to detail how you will ensure that underage students are not served alcohol.