



**IUPUI
OFFICE OF
ALUMNI RELATIONS**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS

Centerpiece Accessories

-Reservations and Policies-

Reservation Protocols



Quantity of "IUPUI" Accessories: 30



Quantity of "50" Accessories: 37



Information on Centerpiece Accessories

- The IUPUI and 50th accessories are a product of and under the ownership of the IUPUI Office of Alumni Relations.
- The IUPUI accessories were inspired by the '*Punctuation Spire*' in the Campus Center.
- The pieces are held together with glue.
- **Groups borrowing pieces from the Office of Alumni Relations are responsible for ensuring that the pieces are in quality condition when picking up and returning pieces.**
 - At times the pieces require maintenance to stay in quality condition which includes, but is not limited to:
 - Re-gluing pieces
 - Re-aligning pieces
 - Touch up paint and/or glitter
 - Replacing the stake at the bottom of the pieces

Damaging Centerpiece Accessories

- Centerpiece Accessories should be returned in the condition they were borrowed. Should any touch up work need to be done it is the responsibility of the person who reserved the accessories. Glue, paint and glitter are available for touch up work by request.
- **These pieces are delicate and can break or bend easily.** Please account for this when utilizing and transporting.
- Should a piece be returned damaged a charge of \$25 per damaged piece will be administered to the office that reserved the pieces when the damages occurred.
- Should a piece be deemed broken, a charge of \$50 per damaged piece will be administered to the office that reserved the pieces when the break happened.

How to Reserve Centerpiece Accessories

- To Reserve Centerpiece accessories please use the *Centerpiece accessories: IUPUI & 50th* calendar in outlook. If you do not have access to this calendar please email Sawyer Knuteson at tknuteso@iupui.edu for availability.
- Email Sawyer Knuteson at tknuteso@iupui.edu to confirm pick up time/ drop off time.
- Put time of pick up and time of drop off for centerpiece accessories on calendar.
- **Flowers, vases, or foam do not come with accessories.**
- Steps to reserving the centerpiece accessories.
 1. Reserve pieces on calendar at minimum of 1 week prior to event.
 2. When reserving the pieces reserve them for 1 business day before and after your event.
 3. Email tknuteso@iupui.edu with the following info
 - Quantity of pieces needed:
 - Type of pieces needed (IUPUI, 50th or both):
 - Pick time and Drop off time:
 - Contact email, phone number and name of office using pieces:
 4. When dropping off and picking up the pieces take a photo. Please email the photos to tknuteso@iupui.edu