Booking BSSL: The Complete Guide

This quick guide will take you from start to finish to ensure that your event with BSSL is a success!

Introduction

Hey there!

First of all, thanks for choosing to involve BSSL in your event and for taking the time to read this guide. The information within is based on years of experience planning/attending/and running events both with and without BSSL. Our hope is to provide a resource that can be passed down as your organization evolves to ensure that your events will be a success for years to come!

Best,

    BSSL Managerial Board

The Basics

The first thing you're going to want to have figured out is the very basics of your event. You probably have the idea in your head but communicating that on paper can be a harder task than it appears at first glance. In order to make your idea accessible to all the stakeholders you may need to eventually bring on board you'll want to be able to reduce your event to a 1-3 line synopsis.

> [name of event] is going to be a runway style fashion show celebrating of the carousel capitol with fashion inspired by carousel horses. The runway walk will be bookmarked by performances by campus partners.

> Our annual banquet will be a Arabian Nights themed evening with performances from our general body and a flavorful menu with traditional spices.

> Our spring fling will be a campus-wide day-long festival featuring a daytime carnival and nighttime concert.

This synopsis is broad reaching and aims to inform whoever you may speak to about what you're planning without getting too in-depth on detail.

> ## Note on next steps
>
> You may end up choosing your location based on a date you choose or a date based on a location you choose. There's no exact science to this!

Location Location Location

Now that you have a good mental picture and some idea of direction, location is probably the next big hurdle. Whether your event is on or off campus, securing a space can be a real challenge; and the space you end up finding may change details of your event.

When considering a location, here are a few things you may want to take into account:

- Ease of access for your audience
- Size
  - How many people can the venue seat
    - What style of seating are you considering
      - Audience
      - Banquet
      - Standing room only
      - Mixed
  - Do you require a stage
    - If the venue doesn't have one, does the size stage you require fit
- Availability
- Price (if applicable)

> **BSSL can work at almost any location on campus (indoor and outdoors!) in addition to most venues in the Greater Binghamton Area.**
> Our managerial team can work with you to ensure that the space you choose can accommodate the equipment you need!

Date

Another important aspect that may dictate other details of your event is when it's happening. Be sure to give yourself enough time to go through any slow bureaucratic processes you may encounter. You'll also want to make sure the date you choose doesn't have any university conflicts.

> - BSSL policy requires that most bookings have a signed contract 2-3 weeks prior to your event.
> - For special events involving 3rd party contractors you'll want to reach out a month or more in advance
>
> **Be sure to reach out to BSSL early, bookings are first come first serve!**

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The Talent

Now that you've nailed down the absolute basics, you'll want to figure out what & who is exactly involved in making that happen.

If you're planning a banquet you may have keynote speakers, cultural performances, singer/songwriters, skits, games (or anything else you can think up!). If you're planning a concert you may have your main act nailed down but might want to look for openers and other acts. If you're planning a speaker series you'll need an engaging moderator.

Not only will you need the people to make it happen, but the tools they need to be successful. Less technical acts require little in the way of tech specs, maybe just a microphone and some lighting to set the stage; but as acts get more technical, it's important to be sure you're meeting the exact needs of your talent.

Technical Riders

An artist tech rider, also known as a technical rider or simply a rider, is a document that outlines the technical requirements and specifications needed by an artist or performer for their live performance.

It typically includes information on stage layout, sound equipment, lighting, electrical requirements, and other technical details necessary to ensure that the artist's performance runs smoothly and safely.

A tech rider is often prepared by the artist's production team and is provided to the venue or promoter in advance of the performance. It helps to ensure that the artist's technical needs are met, and that the venue or promoter has sufficient time to arrange for any necessary equipment, personnel, or setup changes.

In many cases, you won't be working with "big" talent that has a complicated rider, but if you have a band, musical act, or performance that requires more than a simple mic you might want to seek a tech rider.
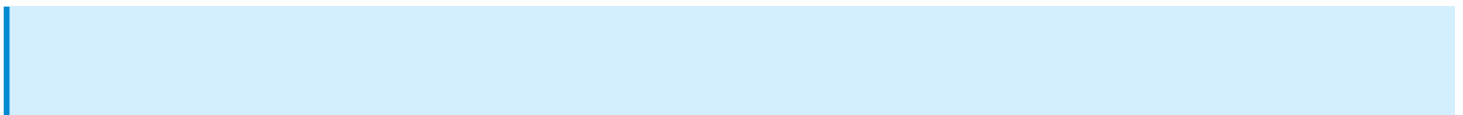
Riders are especially useful to BSSL since they're somewhat standardized and lay out requirements in black and white, reducing miscommunication and ensuring BSSL has the right equipment for your show.

BSSL has a guide for performers on how to create a Tech Rider if they don't already have one!

Involving BSSL

Once you have most of the information described on the previous pages (location, talent), it is time to reach out to BSSL to book your event. The first step is to fill out our Reservation Request Form. The form shouldn't take longer than 5-10 minutes to complete and will provide us with all of the necessary information to make booking your event a success. The form will ask for the location, start and end time, and information about any performances for your event.

> There is also the opportunity to select which specific lighting/ sound system you would like at your event. If you do not know which system would best, our managers can help advise you based on the details and location of your event.

After submitting the form, you will receive an email to the email account on the form to set up an appointment to meet with one of our managers. At this meeting, our managers will show you an estimate for our services at your event. Your event will be considered fully booked once this estimate is signed by the president/treasurer of the group and a manger of BSSL. Once your initial meeting with a BSSL manager takes place, you can walk in to or book an appointment for any of our open office hours to discuss/change details of your event before signing the estimate. Feel free to email

bssl@binghamtonsa.org woth any questions about your booking!

Frequently Asked Questions

Some frequently asked questions when booking BSSL:

Q: How early before my event should I fill out the reservation request form?

A: BSSL books events on a first come, first serve basis. The best way to ensure that BSSL is available to work your event is to fill out the form as soon as you have a date, location, and general idea of what your event will look like. Late fees will be applied to the invoice if the estimate isn't signed 2-3 weeks before the event.

Q: How much will BSSL cost for my event?

A: We don't charge for the systems booked, only for the amount of labor needed for the event. The cost will depend on how many employees are needed and for the length of the event, in addition to our standard booking fee to cover office hours and other company costs.

Q: How can I contact BSSL?

A: Email us at bssl@binghamtonsa.org or via phone at 607-777-4144

Q: Where is the BSSL office located?

A: The BSSL office is located in UU-B19 in the University Union, directly to the left of the bowling alley.