

# 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 manager 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](mailto:bssl@binghamtonsa.org) with any questions about your booking!

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