

# 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!**

---

Revision #1

Created 24 January 2023 16:41:52 by Joe Babbitt

Updated 24 January 2023 17:43:58 by Joe Babbitt