

BSA Events Proposal Form

Please complete this form as best you can. If you cannot answer a question fully or if some aspect of the arrangements are subject to change, please simply indicate that in your response. You may contact events@bibsocamer.org with any questions you might have about planning and hosting an event with the BSA.

Events proposals are evaluated based on their overall thoroughness and quality. Quality is determined by the clarity of the event description and objectives, alignment with the BSA's mission and values, and overall fit within planned events for that calendar period.

The BSA encourages applications from scholars, librarians, collectors, booksellers, archivists, curators, and others of any race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status.

BSA seeks to promote equity, inclusion, and diversity within the field, and encourages proposals that offer events focusing on under- or misrepresented groups or individuals. For more information about the BSA's commitment to Equity and Inclusion, please see our Equity Action plan at <https://bit.ly/bsa-eap>

* Required

1. Primary Contact Name (First & Last) *

2. Preferred Pronouns *

3. Email Address *

Proposal Details

Please provide basic information about your event below.

4. Event Title *

5. Where will this event take place? Please be as specific as possible in your response.

6. Proposed Date or Dates, times & timezone. (E.G. : March 22, 2021, 5pm-6pm Eastern) If timing is flexible, please say so and propose a rough timeframe for your event including the start time and timezone. *

7. Will your event be co-sponsored by another organization? Please respond yes or no; * if yes, provide the name(s) of the co-sponsoring organization(s).

8. Please upload your 1-2-page proposal. Please be sure to cover the following questions in your proposals; the committee will consider the extent to which all of these questions have been addressed in their review. *
- Event description and statement of goals. What do you hope to achieve?
 - Describe the scale of this event. Is there a maximum number of attendees? Is your event one component of a larger conference or other gathering?
 - Who is the intended audience for your event? How will this event bring bibliography to new and established audiences? Please also describe any prerequisites or limitations regarding who may attend this event. For example, is this event open only to registered conference attendees?
 - How does this event align with the [BSA's mission and values statements](#) and our [Equity Action Plan](#)?

Files submitted:

9. Please describe any accessibility accommodations you intend to guarantee, and how you will address requests for accommodations by attendees. *

10. Speaker Overview Upload: Please upload a file containing a list of speakers for your event, with short bios. If this is already available on the web, feel welcome to upload a PDF with relevant information. *

Files submitted:

11. Will this event take place in-person and/or virtually? *

Mark only one oval.

In-Person

Virtually

Hybrid

Other: _____

Event
Budget and
Funding
Request

Please provide information regarding your event's budget and indicate the total amount requested from the BSA Events Committee.

12. Total funding requested from the BSA *

13. Please provide a budget for your event. *

Files submitted:

14. Will there be an event registration fee? What is it? *

The BSA requires registration for all events, even those which are offered free of charge. Event organizers will be responsible for coordinating a public listing of the event and registration on the BSA website with the Executive Director. Registration in advance for all events is encouraged, but organizers may also collect late registrations at the event and submit these via Google Sheets to the Executive Director.

What You Need to Know

If you plan to photograph or make a video recording of your event, the event organizer is responsible for obtaining the permission of the speaker to be recorded, and attendees to be photographed. You will be required to deliver a copy of all video files and photographs of the event for potential publication on our website or elsewhere pending release by the speaker, panelists, and others as needed.

Promoting events widely is important to BSA, and we can provide logos and language to all who submit accepted proposals.

Finally, you will be asked to sign and return an award letter that simply states that BSA requires approval for any changes to your event.

15. *

Mark only one oval.

I have read and acknowledged the above.

Do you have questions for us?

16. You are welcome to ask us anything about BSA Events and collaborating with us. Please do!

This content is neither created nor endorsed by Google.

Google Forms