

## BSA Programs: Planning Questionnaire

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 [programs@bibsocamer.org](mailto:programs@bibsocamer.org) with any question you might have about planning and hosting an event with the BSA.

Programs proposals are evaluated based on the overall thoroughness and quality of the application. Quality is determined by the clarity of the program description and objectives, alignment with the BSA's mission and values, and overall fit within planned programs for that period. Instructions throughout the form are intended to help you prepare a competitive proposal.

The BSA encourages applications from of 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.

\* Required

### 1. Name

---

### 2. Email Address

---

### 3. Phone Number

---

## Basic Information

Please provide basic information about your event below. These fields are all required.

### 4. Event Title \*

---

### 5. Event location \*

---

### 6. Proposed Date or Dates \*

---

---

---

---

**7. Organizer(s) name(s), occupation, affiliation \***

---

---

---

---

---

**8. Please describe the event. How does it align with the BSA's mission and values statements? (250 words max) <https://bibsocamer.org/about-us/the-society/> \***

---

---

---

---

---

**9. Will this event be co-sponsored by another institution or organization? \***

---

**10. Please provide a budget for your event. \***

Files submitted:

**11. Total funding requested from the BSA \***

---

**12. Is this event open to anyone who wishes to attend? \****Mark only one oval.*

- Yes
- No
- Maybe

**13. What is the cost of attendance? \***

---

**Promotion & Access**

14. Please describe the intended audience for this event, and how you plan to promote the event to that audience. Does this event and your promotional strategy engage a blend of academic departments, institutions, libraries, or bibliophilic organizations (booksellers, clubs)? If so, how will you reach those audiences? \*

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

15. Are there any restrictions to who may enter the event site or special requirements for entering the event space? For example, must entrants have photo identification or pass through a security checkpoint?

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

16. Is the event space accessible to people with physical or mobility disabilities? Are you able to provide an ASL interpreter, or other assistance to people with disabilities?

\_\_\_\_\_

17. Maximum number of registrants \*

\_\_\_\_\_

18. Are you interested in recording the event for the BSA's YouTube Channel, or providing live access via Zoom?

\_\_\_\_\_

What You Need to Know

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.

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.

Finally, you will be asked to complete a brief questionnaire after your event. Your answers may be used in promotional material in alignment with the BSA's mission and values.

19. \*

*Mark only one oval.*

I have read and acknowledged the above.

## Do you have questions for us?

20. **You are welcome to ask us anything about BSA Programs and collaborating with us. Please do!**

---

---

---

---

---

---

Powered by

