

BCSGA Event Proposal



Event Proposal

Must be submitted a minimum of **10** weeks prior to event

Director of Department Approval: _____

Department Agenda Approval: _____

Director of Student Life Approval: _____

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CONTACT INFORMATION

Programmer: Lyons, Wesley

Phone: 661-703-5067

EVENT DESCRIPTION

Event Name: Legislative Affairs Booth

Event Date: TBD

Event Hours: 0800 to 1230

Event Location: BC crossing

Setup Begins: 0730

This event is a preliminary Legislative Affairs information booth primarily for the purpose of informing the Bakersfield College Main Campus student body about what the legislative affairs department is as well as give out informative pamphlets about local and state legislators, legislation and how they can get involved in changing the legislative landscape by using the Legislative Affairs Department. In addition this booth will be used by the Department to gauge how many people we can expect service in a 4 hour period; the general level of interest for this kind of event; the level to which the main campus student body is informed about current legislative affairs; and overtime the efficacy of this kind of event's ability to raise general student body awareness on legislative affairs.

Expected Attendance: Unknown

Who is your Target Audience?

The Main Bakersfield College Campus student body.

LEARNING OUTCOMES

What is the purpose for the event?

- 1. Informing the student body about the Legislative Affairs Department and legislative affairs affecting the California Community College system.**
- 2. Gauging the student interest and the efficacy of information booths as a tool for creating a more informed student body**
- 3. Hand out Pamphlets to the student body about local and state legislators with voting history; in addition, to recent legislation affecting them. (E.G. the student representation fee.)0**

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What are the learning outcomes that students can expect to gain from attending this event?
(i.e. Students who attend this event will develop an awareness of stereotypes facing the LGBTQ community. OR Students who attend will be able to interact with new students and develop a deeper connection to Nevada.)

1. Students who visit this booth should leave with a greater awareness of what opportunities the BCSGA Department of Legislative Affairs makes available for them to be involved in lobbying state and local officials. (E.G. March on March and visits from local officials.)

2. Also, Students should gain a better understanding of how to stay informed on local and state legislation as well as local and state officials.

3. They should also receive multiple information resources equipping them with “at a glance” information which will allow them to stay informed about legislative affairs without much expended effort on their part.

EVENT BUDGET

Provide a thorough breakdown of all the budgetary expenses involved in this event.

Item	Cost
Honorarium/Contract	
Food & Beverage	
Venue	
Security	
Decorations	
Other:	
Other:	
Other:	
Other:	
TOTAL	

Will there be a cost of attendance?

no

What is the Cost per attendee?

N/A

CO-SPONSORSHIPS

Describe any collaborations or co-sponsorships with any outside organizations and the resources (financial, personnel, or equipment) they will provide:

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TBD

Which academic department will you be collaborating with?

TBD

Which other departments on campus will you be collaborating with?

TBD

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EVENT PUBLICITY

What is your slogan or tagline for this event?

TBD

What is your theme or general concept for this event?

Is there going to be a T-shirt or any other promotional items for the event?

No

What is one new, out of the ordinary, idea you will try for publicity?

TBD

Would you like a press release for this event?

(If so, you will need to contact the Public Relations Manager)

TBD

(Before you meet with Production Team try to think of a visual concept you would like to see for your publicity)

TASKS

Department Tasks:	Programmer
Contract	Dr. Damania
Scheduling	Wesley Lyons
Publicity	
Food/Drinks & Decorations	
Coordinate Volunteers:	Wesley Lyons
Other:	
Other:	
TOTAL	

How many volunteers are needed?

2

What tasks are your charging your volunteers with?

Overseeing the booth

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EVENT PRODUCTION

- Will you have any contracts? Yes No
- If yes, have you attached the contract and rider? Yes No
- Will you need to reserve a hotel? Yes No
- Will you need to reserve transportation? Yes No
- Are there any meals for the act? Yes No
- Have you done research on the performer? Yes No
- Have you scheduled the venue? Yes No
- If yes, have you attached the venue contract (if applicable)? Yes No
- Have you submitted a BCSGA Equipment request? Yes No
- Have you submitted a BCSGA Production Team work order? Yes No
- Do you have an itinerary for the event attached? Yes No
- Will security be needed for the event (determined by Advisor)? Yes No
- Will Maintenance and Operations work order need to be submitted? Yes No
- Will you have any purchases over \$500.00? Yes No
- Will you need liability waivers at the event? Yes No

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Director of Department Recommendations

TBD

Department Meeting and Agenda Recommendations

Director of Student Life Recommendations