

# BSCES Event Calendar Listing & Event Development Process

The [2023-2024 BSCES Event calendar](#) contains listings for Tentative and Definite BSCES events. An event is considered Tentative until a budget is approved, location (if applicable) is booked, and a flyer is submitted, at which time it becomes a Definite Event.

## Creating & Updating a Calendar Listing

An online form has been developed to allow group chairs to report on their event planning progress. This form must be completed and submitted to have an event included in the calendar. This form can also be used to report your progress in planning an event.

## Scheduling a BSCES Event

When scheduling a BSCES event, please follow the following guidelines.

1. Two BSCES events cannot be scheduled to occur during the same week unless one of the two events is a Program Committee hosted PE Refresher or NHI Course, a Public Awareness & Outreach sponsored activity or program, or a community service, government affairs, or public relations undertaking.
2. When group chairs are attempting to schedule two BSCES events during the same week preference will be given to the event which are considered definite to occur at the earliest date. To avoid wasted effort, group chairs for these competing events are required to keep each other apprised of their event planning progress.
3. When reserving dates for new or omitted events, preference will be given to institute chapters, technical groups and committees that have not already booked their special fund event or have booked the fewest number of events during the current fiscal year.

## Event Development Process

To have your event included in the calendar as a Tentative Event it must have a:

1. Tentative date(s) that at a minimum is narrowed to a two-week timeframe.
2. Sponsoring Group or groups.
3. Topic if the event is technical in nature or descriptive title.

The transition from a Tentative to Definite Event occurs after members of the sponsoring group(s) have completed the following series of tasks:

1. Obtain commitment from featured speaker or speakers.
2. Confirm an event date(s) and time. If you need to secure a location for your event it is advisable to begin with a preferred and alternate date.
3. Decide on the format (i.e., either virtual, in-person or hybrid).
4. Confirmed Presenter(s).
5. Project the number of participants your event will attract.
6. Select a location where your event will be held (if applicable) and tentatively reserve meeting space.
7. Book a location. If doing so requires a written commitment, BSCES Executive Director Rich Keenan ([rkeenan@engineers.org](mailto:rkeenan@engineers.org)) or BSCES President Mike Cunningham ([president@bsces.org](mailto:president@bsces.org)) are the only ones authorized to commit BSCES in this manner.

8. Obtain the information needed to create an event flyer, including event title and description, speaker(s) full name, credentials, title, employer, biography, and headshot photograph
9. Create an event flyer using available template and submit that flyer for BSCES Membership Associate Michelle Monette ([mmonette@engineers.org](mailto:mmonette@engineers.org)) to review. The flyer will be returned after any copy or format errors are corrected and/or an online registration hyperlink is added.
10. Using the available template submit an event budget for BSCES Senior Vice President Katie Swanson's ([sr.vp1@bsces.org](mailto:sr.vp1@bsces.org)) review and approval. Event budget approval is required before a location can be booked, an event can be posted in the BSCES website event listings and promoted as open for registration.

### **Event Development Timeframe**

The time it takes to perform the various tasks that comprise the event development process varies greatly. Please note that negotiating and signing an event agreement for in-person events, editing an event flyer and creating an online event posting, and the BSCES event budget review and approval process can each take up to five workdays to complete and usually cannot be undertaken concurrently.

**An event budget must be approved and a final flyer received five weeks prior to the event date, or the event must be rescheduled, so plan accordingly.**