



events

A HOW-TO GUIDE FOR BCC FACULTY AND STAFF

SPACE

Find Space on Campus

1. Go to Resource 25:

https://r25wv.cuny.edu/bx/wv_servlet/wrd/run/wv_space.DayList?spdt=2019041100000000,spfilter=96142,lbdviewmode=grid

2. Select "All" as a filter in the box on the right side of the screen, otherwise only classroom spaces will be shown.

3. Do you see an available campus space suitable for your event? If yes, then go to Book Space on Campus

Book Space on Campus

1. Go to:

<http://www.bcc.cuny.edu/services/event-services-rentals/>

2. Click on the Reserve Now button.

3. You are now on the Resource 25 login page

a. Login or create a New User account (this is different from your BCC login)

b. Complete all event information (event name, time, date, preferred space, and resources – i.e., tables/chairs, any audio or visual needs – projector, microphone, screen, etc.)

c. If you want to follow up later with a catering order or provide any other info, leave a comment in the comment box.

Space Continued ...

d. Click Next, and you will be directed to Event Request Summary

e. Review your request and hit Submit.

f. You will receive an email stating: "We have received your request for the following event, and will process it as soon as possible. Please quote the reference number 20XX-AAKKKZ in future correspondence."

4. Once the Events Office receives your submission, someone will review your request and reach out to you to discuss logistical needs and cost.

5. A/V, Public Safety, and Catering will be informed of your event if you have requested these services via R25.

Who?

Barbara Thomson (x 5942),
Email: SpecialEvents@bcc.cuny.edu

Contact: Ideally, min. 4 weeks in advance

⚠ A/V services are frequently overbooked on campus. We recommend your department acquire a small sound system i.e. mic + speaker (if you coordinate a number of events that require this).

⚠ Want to offer specialist and/or external) catering at your event? Speak to Event Services first. They will need to confirm with Kayla Iacono, University Healthy Choice at BCC that it cannot be fulfilled internally.

OUTREACH

Publicizing your Event

1. BCC Broadcast: email Celia Bracy and cc Luis Montenegro
2. BCC Website College Calendar:
 - a. Naomi Michelin (Academic Calendar)
 - b. Katherine Acevedo-Coppa (P&B, College Senate, Senate Sub-Committee)
 - c. Bibi Yusuf-Moore (Academic Departmental Meetings, Vice Presidents, Deans, Chairpersons (VPDC)
 - d. Margarita Lopez (all other events under OAA purview)
 - e. Precious Nwankpa (BCC, Inc, BCC Auxiliary)
 - f. Yvonne Erazo (Student Life)
3. BCC Website, your department: email your department liaison.
4. BCC Social Media: email Naomi (Amy) Michelin
5. BCC Update (events newsletter): email Debra Isaacs
6. On Campus (campus news): email Michael Quinn, cc Richard Ginsberg
7. Broadcast Monitor (Campus Service Center): email Frank Giglio
8. Fliers, posters, banners, web, photography through [Communications and Marketing](#) submit work order: <https://ra.bcc.cuny.edu/TrackItWeb/SelfService/Login>



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Created by BCC Senate Committee on Community Events Spring 2019

Outreach continued ...

Communications & Marketing

⚠ Requests for print materials should be made min. 8 weeks in advance.

⚠ Communications & Marketing are frequently under-resourced so be prepared to give them a long lead time, and keep in contact with the team in the lead up to your event.

⚠ Publicizing a campus event does not mean the event has been approved. You should first get approval for your event from the Provost or Department Chairperson (as appropriate) and then Special Events.

COLLABORATE

Consider reaching out to colleagues and other departments on campus. There's always co-organizing interest. Here are some suggestions:

- [Academic Departments](#)
- [ASAP](#)
- [Association of Latino Faculty and Staff](#) (contact Nelson Reynoso or Leidy Pichardo)
- [BCC Democracy Project](#) (contact Lisa Amowitz or Mara Lazda)
- [BCC President's Conversation Series](#) (contact Mara Lazda)
- [Bronx Reads](#) (contact Monique Guishard or Jillian Hess)
- [College Discovery](#)
- [CUNY EDGE](#)
- [Honors Societies](#)
- [Judicial Affairs](#)
- [LGBTQI+ Resource Room](#)
- [Male Empowerment Network](#)
- [NYPIRG](#)
- [Single Stop](#)
- [Student Clubs](#)
- [Student Life](#) (contact Mary Velez or Manny Lopez)
- [Unity & Strength](#) (contact Eugene Adams)
- [Womxn Up!](#) (contact Gloria Rodriguez)

FUNDING YOUR EVENT

Here are some known funding sources on campus:

- [BCC Association Inc.](#) (must be student-centered event)
- [BCC Auxiliary Enterprises Corp](#)
- [BCC Foundation](#) (has access to non-tax levy funds)
- [BCC President's Grant](#) (contact Precious Nwankpa)
- [BCC Grants and Partnerships](#)



Tax-levy funds have a number of regulations that affect how you fund your event. You should contact Gregory Rosenberg and Gina Ugarte in the Business Office before committing to expenses, especially if you want to offer honoraria or student stipends.

DAY OF EVENT

- [Special Events](#) x5942, Barbara Thomson cell 929.487.8003, (will contact AV, PPS, + Catering on your behalf if pre-booked).
- [Emergency](#): if you can't reach [Special Events](#) but have pre-booked try, AV x5448, PPS x5234, Catering x5199, Public Safety x5390 (emergency x5911)