



## Building Better Blocks Advisor Tips & Checklist

### **Pre-Conference:**

- Select Block Booker for your delegation & review training materials.
- Create a process with your student programming board that allows your NACA delegation to make on-site decisions.
- Work with student Block Booker to facilitate discussions about programming priorities and make a list of the type of acts and novelties you are looking to bring to campus.
- Communicate with departments, organizations, offices, etc who you have upcoming collaborations with to discuss potential booking opportunities while at NACA.
- Organize a 12 month calendar that includes known event dates in order to avoid booking during unavailable dates. Contact campus partners to get their future event dates to avoid overlapping.
- Make a list of campus contacts who you may need to get in touch with during the conference.
- Bring a copy of your budget so you know how much you can spend on block booking.
- Consider creating and printing business cards for your student programming board to hand to associate and school members you meet throughout the conference.
- Ensure students and staff understand block booking commitment and interest levels as they relate to your institutional policies. Block booking is designed to include all member schools in the process. It's important to note, *YOU CAN PARTICIPATE IN BLOCK BOOKING WITHOUT REQUESTING A CONTRACT ONSITE.*

### **During the Conference:**

- Attend Block Booking Orientation. Even if your institution has a history of block booking, sessions will inform you of block booking changes and updates. You also might see what other schools are interested in to inspire you!
- Attend all block booking meetings.
- Take full advantage of every CAMP. Utilize the entire CAMP time to talk with as many associate members as possible.
- Meet and converse with other schools inside and outside of block booking meetings.
- Schedule time for your delegation to debrief ideas and experiences daily
- If your delegation includes someone with interest in block booking besides your official block booker, you may consider having the interested student shadow your block booker where opportunities allow.

### **Post Conference:**

- Work with your delegation and student block booker to present information and additional booking opportunities to the student programming board and any other relevant audiences.
- Stay in communication with associate members and continue to upgrade interest levels and form/solidify blocks.
- Record any important tips and notes about the block booking process and experience to pass on to your next student block booker.