



This document is a summary of significant changes since the last edition (r4) of the Event Handbook. If you are not familiar with the handbook, you should download it from bluf.com/docs

Section headings here refer to the part of the Handbook where you'll find the new or changed material

Introduction

All publicity in the EU, US and UK should acknowledge the BLUF trademark, and those of other organisations referenced.

Next steps

In particular, please refer to the Event Checklist on the last page, which is a useful summary of the things that we expect to have been done, before giving final approval to your event. If everything has been organised correctly, you should be able to tick every box on the page. If there are one or two missing, don't panic - problems can usually be resolved, but do try your best to make sure everything is covered.

Venues

From 2021, we would like to include information about accessibility of venues, and so organisers **SHOULD** check. For example, we should be able to tell members whether the main bar is accessible via wheelchair, if there is an accessible toilet, and if parts of a venue (dark rooms, smoking area, etc) are also accessible. For instance, "Main bar accessible, accessible toilet, smoking area via stairs."

Event posters

We have members from around the world, of varying ages and types, and with differing tastes in gear. If you organise multiple events each year, you **SHOULD** to choose a range of images to reflect that. Not every poster needs to feature a 40-ish white man in Langlitz.

Starting summer 2021, your event poster **MUST** include the BLUF name and logo if you want it listed as an official BLUF event. We will not classify any event as official without both these.

Some major events have trademarked their name, and you **MUST** check to make sure before including anything in a poster or event description that implies a connection where there is none. You may need to acknowledge the trademark, or simply avoid using it.

Entering your event in the BLUF calendar

From May 2021, after an event is added to the calendar, it is visible only to BLUF members signed in to the site. It must be reviewed by a senior member of the BLUF team before it is visible to other people, and before it can be linked to a mail shot.

This review process also determines if an event meets the criteria to be an official BLUF event, regardless of whether or not the 'BLUF' category box was ticked. Events will have an additional disclaimer added to them, based on their category (official, third-party and so on).

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Q&A - how much does BLUF cost

One-off donors get a virtual membership card for a year, which entitles them to a range of discounts. Members who commit to a regular monthly donation receive a proper membership card (the 'BLUF Black' card), and additional discounts from some vendors.

Summary of guidelines

You SHOULD try to ensure that the people featured in your event publicity reflect the diversity of BLUF members, with regard to age, ethnicity, and body type

You SHOULD check the accessibility of the venue you have chosen, and let BLUF know, so that information can be included in listings.

Merchandise

In addition to the Spreadshirt stores, since late 2019, we have directly operated the "BLUF Store" which can be found on the BLUF menu of the site. This features items such as tie clips, keyring and badges, which are ordered by us in bulk and then sold. We aim for this to become a significant source of club funding.

It may be possible to arrange for bulk sales of items in the BLUF Store, so that they can be shipped more conveniently, and then distributed to local members. This will depend on availability of both stock and funds, so please contact the webmaster to enquire.