



# Back Bay Amateur Astronomers

*"Bringing Astronomy to the People of Hampton Roads"*



## *Event Guidelines*

### *Telescope Field*

#### **Day Event:**

- The telescope field needs to have a clear view of the sky where the Sun is located away from tall buildings and trees.
- Volunteers usually need vehicle access to the field, since some telescopes are very heavy. The volunteers park in the same location that their telescopes are set up at to facilitate unloading and loading of the equipment. If this isn't possible please let our Outreach Coordinator know ([vp@backbayastro.org](mailto:vp@backbayastro.org)).
- Club members always appreciate the offer of water during the summer months.
- If your telescope field will be in a parking lot please use the guidelines below:
  - When planning the location for us to set up, please take into account that members need room around each piece of telescope equipment for people to line up, that is not blocking traffic or impeding another member's view of the night sky.
  - A good guideline is that each telescope and associated equipment needs its own parking spot for this purpose and another parking spot for the volunteers vehicle.

#### **Night Event**

- The telescope field needs to be as free as possible of lights, away from tall buildings and trees.
- The telescope field should have as clear a view as possible of the southern and western sky.
- Ask the custodian if it is possible to turn off or cover lights that will interfere with viewing.
- Volunteers usually need vehicle access to the field, since some telescopes are very heavy. The volunteers park in the same location that their telescopes are set up at to facilitate unloading and loading of the equipment. If this isn't possible please let our Outreach Coordinator know ([vp@backbayastro.org](mailto:vp@backbayastro.org)).
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## *Presentations*

If your organization would like a indoor presentation on an astronomy subject during your event please make arrangements ahead of time to let the Outreach Coordinator know the following:

- What equipment do you have available (Projector, laptop, classroom, etc.) for club members.
- Do you have a preference on the topic.
- Age range of audience.
- Size of audience?
- Expected length of presentation.

\*NOTE: Our club will usually have a table and a banner setup at events with material provided by a partnership with the Night Sky Network.