



ACADEMIC ENTERTAINMENT

Booking School Assemblies Through BOCES

A step-by-step guide for New York school coordinators and PTA volunteers

FREE RESOURCE GUIDE



WHO WE ARE

About Academic Entertainment

Since **1997** — nearly 30 years — Academic Entertainment has brought high-quality educational enrichment programs to **thousands of schools** across New York and the country. Our roster of professional presenters covers science and STEM, music, visual arts, reading and literacy, math, character education, anti-bullying, and motivational programs — for every grade level from PreK through 12, with many programs available both in person and virtually.

Schools throughout New York find and book our programs through their BOCES Arts-in-Education catalogs every year. This guide explains the correct process so your booking goes smoothly — with no surprises on availability, pricing, or paperwork.



Students on their feet during a Music Technology LIVE! assembly.

START HERE

The Most Important Step

Contact Academic Entertainment BEFORE submitting any BOCES paperwork or contracts.

Call **800-883-9883** or email info@academicentertainment.com to confirm your program, date, and pricing first. A catalog listing does not reserve a date or guarantee a price — our presenters tour on tight schedules, and availability changes constantly. Two minutes on the phone prevents delays, amended paperwork, and disappointed students.

When you contact us first, we will:

- ✓ Confirm the presenter is available on your preferred date(s)
- ✓ Confirm current pricing for your program and region
- ✓ Lock in show times, audience sizes, and setup details
- ✓ Give you everything you need to submit accurate BOCES paperwork the first time

SIX SIMPLE STEPS

How the Booking Process Works

1

Find a program

Browse your BOCES catalog, the statewide listing, or our website and identify the program that fits your students, grade levels, and goals.

2

Contact Academic Entertainment first

Call **800-883-9883**, email info@academicentertainment.com, or use our [Request Pricing & Dates form](#). Tell us the program, your school and district, preferred date(s), grade levels, and audience size.

3

Confirm the details with us

Before starting your BOCES submission, make sure the program, date, show times, and quoted pricing are all confirmed with our team.

4

Work with your district contact

Share the confirmed details with your district's arts-in-education, curriculum, or designated BOCES coordinator — they know your district's approval and funding steps.

5

Submit through your BOCES

Your district contact generally submits the request through BOCES for approval and funding. Every BOCES operates a little differently, so follow the instructions for your region.

6

We finalize everything together

Once the contract is approved and reaches us, we work directly with your BOCES on contracts and payment — and with you on planning a great event. Don't assume the event is locked in until we've confirmed it with you.



Hands-on learning: students get up close with real music technology.

ROLES & RESPONSIBILITIES

Who Does What

Who	Their role in the process
School coordinator / PTA volunteer	Selects a program, contacts Academic Entertainment first, and coordinates with the district contact.
Academic Entertainment	Confirms program fit, presenter availability, dates, current pricing, and scheduling details.
District arts / curriculum contact	Guides the school through district approval and the correct BOCES submission process.
Your BOCES	Processes the request under its catalog, approval, and funding procedures; handles contract payment with Academic Entertainment.

BEFORE YOU SUBMIT

Quick Checklist

- ☐ I have selected an Academic Entertainment program.
- ☐ I have contacted Academic Entertainment directly (800-883-9883 / info@academicentertainment.com).
- ☐ Availability for my preferred date(s) has been confirmed by Academic Entertainment.
- ☐ Current pricing and show times have been confirmed by Academic Entertainment.
- ☐ I know who my district's BOCES / arts / curriculum contact is.
- ☐ I understand the approval and submission steps my district requires.



An assembly your students will be talking about all year.

FIND US IN YOUR CATALOG

Which BOCES Catalog Should I Use?

Academic Entertainment currently has pricing listed with **Eastern Suffolk, Nassau, and Putnam/Northern Westchester (PNW)** BOCES. Western Suffolk and the statewide directory are additional places to find enrichment programs. Whichever catalog you use, always confirm current pricing and availability with us directly.

 **Eastern Suffolk BOCES — Arts in Education Search**
artsined.esboces.org/AIESearch.aspx

 **Nassau BOCES — Arts and Enrichment Directory**
nassauboces.org

 **Putnam/Northern Westchester (PNW) BOCES — Arts in Education**
pnwboces.org/artsined

 **Western Suffolk BOCES — Enrichment**
wsboces.org/enrich

 **Statewide Arts in Education Directory**
aie.educloud.org

GOOD QUESTIONS

Frequently Asked Questions

Can I submit BOCES paperwork as soon as I see a program in the catalog?

Please don't! Contact us first to confirm availability, pricing, dates, and scheduling. Unconfirmed paperwork often has to be amended — and your preferred date may already be taken.

Is my date reserved when I submit a BOCES request?

No. Your date is only held once Academic Entertainment has confirmed it with you directly.

Who should I contact at my district?

Start with the staff member who coordinates arts-in-education, enrichment, curriculum, or BOCES requests. Your main office can point you to the right person.

How is payment handled?

Once your BOCES contract is approved and we receive it, we coordinate directly with your BOCES on payment. You simply confirm details with us first and follow your district's submission process.

Does a listed catalog price guarantee my event price?

No. Catalog pricing can become outdated. Confirm current pricing directly with Academic Entertainment before submitting paperwork.

Does every BOCES follow the same process?

No — procedures vary by region. Your district arts/curriculum contact can explain the requirements that apply to your school.

What should I have ready when I contact you?

The program you're interested in, your school and district, preferred date(s) with backups, grade levels, approximate audience size, and how many shows you'd like that day.

LET'S MAKE IT HAPPEN

Ready to Plan Your Assembly?

Explore programs at academicentertainment.com, then contact us to confirm your program, date, pricing, and scheduling **before** you begin the BOCES submission process.



High-fives all around — the kind of day your school remembers.

Contact Academic Entertainment

800-883-9883

Email: info@academicentertainment.com

Request a quote: academicentertainment.com/request-pricing-dates

FOR YOUR NOTES

My Event Planner

School: _____ District: _____

Program: _____ Preferred date(s): _____

Confirmed with Academic Entertainment on: _____

District BOCES contact: _____