

## Event Planner Guide – Casual Gatherings

### Casual Gatherings (Free Events):

If you'd like to plan a casual gathering where no funds will be collected, no SOTF administrative fee needs to be collected. Some examples of a casual gathering are: a camping trip that is pot luck style and camping fees are paid to the campground directly, an outing like lunch or dinner, a day trip or maybe a shopping afternoon. As long as no funds are exchanged between the hostess and the participants, no administration fee will be collected.

- 1) Pick a date, plan your event, and notify your local Wrangler.
- 2) Post the event on the website to begin collecting RSVP's. Please make sure you've notified your Wrangler before you take this step. All RSVP's need to come through the website. This is important to make sure we are in compliance with our liability insurance.
- 3) A week or two before your event, please request a waiver check by emailing [events@sistersonthefly.com](mailto:events@sistersonthefly.com). A waiver is needed for ALL members, guests or SOTT's. If there are guests or SOTT's attending, please include that information and their names in your email. If everyone on the attendee list hasn't signed an electronic waiver, a manual waiver will be emailed to you. Please print and have it signed by those needing one upon their arrival. Once all forms are collected, mail them as a group to SOTF: PO Box 744 Marsing, ID 83639 after your event. Please include a note indicating what event they were collected for.
- 4) Enjoy your event!