

Event Changes 2018 *Glance Report*

These changes affect all events scheduled for the year of 2018 and beyond.

Casual Gatherings (free get-togethers):

- In order for the event to be an Official SOTF event with liability coverage, it will need to be posted in the events section on the Sisters on the Fly website where all participating members will RSVP.
- Because no event fee is being collected, no administrative fee is due back to SOTF.

Events with a projected revenue of \$0.01 - \$4,999.99 will run independently through the event hostess and will need to follow the directions below:

- In order for the event to be an Official SOTF event with liability coverage, it will need to be posted in the events section on the Sisters on the Fly website where all participating members will RSVP.
 - Hostess will be responsible for collecting payments, will be liable for contracts with vendors, and will be responsible for disbursing funds to vendors and reimbursing helpers who have out of pocket expenses for the event.
 - Hostess will need to supply SOTF with a budget and projected attendee numbers for their event prior to posting to the website.
 - A 10% administrative fee (\$50 minimum, nonrefundable) will be due on all events charging event fees. Half of the projected 10% is due 30 days after the event is posted and the balance is due after the event takes place. The 10% administrative fee is assessed on the actual number of participants in attendance.
 - Hostess will be invoiced by SOTF for the administrative fee due.
 - Any profit or loss, as well as tax liabilities and reporting, will be the hostess's responsibility. Please check with your tax professional for advice on how to best proceed.

Events with a projected revenue of \$5,000.00 +:

- Hostess will present SOTF with a budget and projected numbers for their event. SOTF can assist in creating and finalizing budget if needed.
- Hostess has the option of running the event funds through themselves. By doing so, she will be responsible for tax liabilities for the event and will be progress billed for the 10% administrative fee. See the bullet points above for \$0.01 - \$4,999.99 events for additional direction for this choice.

-OR-
- Hostess has the option to have SOTF process the event funds, receipts, and disbursements. The 10% administrative fee will be withheld from funds received. The remaining 90% of their event budget will be disbursed by SOTF based on the invoices and receipts submitted to SOTF.
 - SOTF will pay vendors directly for their services and when applicable, will issue vendors 1099's for their services.
 - Any remaining funds (from event fees collected) after all expenses are paid out will be property of SOTF (This excludes fundraising efforts that take place at the event. Those funds will be donated to the non-profit of the hostess's choosing).