

Event Planner Guide

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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).

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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. 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!

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Independently Operated Events (projected *total* revenue of \$0.01-\$4,999.99):

If you'd like to plan an event that falls within these revenue parameters, it will run independently through you as the event hostess. This includes the collection of payments from the participants and disbursement of payments to vendors. 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.

- 1) Pick a date, plan your event, and notify your local Wrangler of your plans.
- 2) Build an event budget (see "Budget Forms" for guidance). A 10% administration 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% administration fee is assessed on the actual number of participants in attendance. Hostess will be invoiced by SOTF for the administration fee due. Email projected budget to events@sistersonthefly.com. If you need assistance or have questions about your budget, please email. We are happy to help.
- 3) Establish your cancellation policy and have it clearly written out in your event details. Many hostesses find that a non-refundable deposit works well and the final payment is only refundable up until a certain date. Please email if you'd like assistance in this process.
- 4) Include in the event details the address participants can mail their check payments and/or an email address they can send PayPal transfers to.
- 5) Post the event under the events on the SOTF website to begin gathering RSVP's. This is important to make sure we are in compliance with our liability insurance. If you would like assistance in posting your event, send all of the event details to events@sistersonthefly.com.
- 6) A week or two before your event, please request a waiver check by emailing 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.
- 7) Enjoy your event! Thank you for all of your hard work!

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Larger Events (projected *total* revenue of \$5,000.00 +):

If you'd like to plan an event that falls within these revenue parameters, you can choose to run it independently or through SOTF.

- 1) Pick a date, plan your event, and notify your local Wrangler of your plans.
- 2) Build an event budget (see "Budget Forms" for guidance). A 10% administration fee (\$50 minimum, nonrefundable) will be due on all events charging event fees. Email projected budget to events@sistersonthefly.com. If you need assistance or have questions about your budget, please email. We are happy to help.
- 3) 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% administration fee. See "Independently Operated Events" for more details.

-OR-

Hostess has the option to have SOTF process the event funds, receipts and disbursements. The 10% administration 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.

1. SOTF will pay vendors directly for their services and when applicable, will issue vendors 1099's for their services.
 2. 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).
- 4) Establish your cancellation policy and have it clearly written out in your event details. Many hostesses find that a non-refundable deposit works well and the final payment is only refundable up until a certain date. Please email if you'd like assistance in this process.
- 5) Send event details to events@sistersonthefly.com to get your event posted to the website along with details on how you'd like the deposit and final payment set up. If there are optional add-ons, please include those details as well.
- 6) Two weeks before your event, please request a waiver check by emailing 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.
- 7) Enjoy the fruits of your labor! Thank you for all of your hard work!

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EVENT LICENSE AGREEMENT @ 11/17

(Anyone hosting a SOTF Event must fill out, sign & email to events@sistersonthefly.com, prior to the event)

Because Sisters on the Fly, Inc., 10231 N. 39th Street, Phoenix, Arizona, an Arizona corporation ("SOTF") has developed an outstanding reputation and goodwill and owns its Trademarks, and I, Sister # _____, also known as _____ of _____, _____ desires to host an event from _____, 20____ until _____, 20____ and this event may use the Trademarks that SOTF owns, I Sister # _____ hereby request an Event License Agreement.

So we both agree to these things:

1. SOTF grants to the forenamed Sister, and she accepts, an exclusive, non-assignable right to use the Trademarks solely in connection with the Event and understands that "Trademarks" means: (i) all trademarks owned and used by SOTF in any way, shape or form and (ii) SOTF might at any time change them.
2. As a loyal Sister, I also understand that I can only use SOTF Trademarks for this event and for selling only real, bona fide SOTF sanctioned stuff that Maurrie, Sister #1, says I can (she will let me know in writing of course). All Sisters know that we can only use the Trademarks for the time of the event that prompted this Agreement and if Sister # _____ messes up the fun by not following this Agreement, well, then, SOTF/Maurrie Sussman may end this very Agreement without notice, meaning that Sister # _____ must cease and desist using the TM right then and there.
3. In order to continue having more fun than anyone, Sister # _____ promises to fork over 10% of all fees collected for this Event. And, just to be doubly sure everything stays happy, Sister # _____ promises to keep track of all the money brought in and paid out, and will hang on to the records just in case she ever has an audit; which will be totally fun because all of her ducks will be in the row since she's communicated her business venture with her tax preparer. And, to be triply sure everything stays happy, especially SOTF's liability coverage insurer, Sister # _____ promises to make sure that each Event participant has signed an Event Waiver.
4. SOTF reserves all right, title and interest in and to the Trademarks for its own use or for the use of any Sister who makes these same promises, wherever they may be on planet Earth. Only SOTF can make such a deal so don't think you can pass your promise along to someone else.
5. Sister # _____ promises she won't use the Trademark or brand or represent SOTF in any way that SOTF would not expect or take kindly to and will take all the fun out of it by creating a problem the lawyers would call infringement, defamation, libel or false light. And, she will never give anyone the impression that Sisters on the Fly, Inc. or the logo itself are her own property.
6. Well, this is just between us Sisters and this paper is the whole kit and caboodle. God forbid, if things were to get out of hand, we will be using Arizona law and mediation to try and make things right again and if that doesn't work, loser pays everybody's fees and costs. If anything in here is illegal, just that part gets the pocketknife treatment.

Signed this _____ day of _____, 20____.

By: _____, Sister # _____
Event Hostess

By: _____,
SOTF Representative *Date*