

Event Planner Guide – Independently Operated Events

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!