

## Event Planner Guide – Larger Events

### 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](mailto: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](mailto: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](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.
  - 7) Enjoy the fruits of your labor! Thank you for all of your hard work!