

CASUAL EVENTS

- 1) Thinking about a casual event? These will get you started: [“Suggestions on Creating an Event”](#) Step-by-Step guide for publishing a casual event on the [website](#).
- 2) There is no administrative fee for a casual event.
- 3) Pick a date, plan your event, and [notify your local Wrangler](#) at least ten (10) days before you do any marketing of your event.
- 4) Write up the details of your event. Including a Charitable Fundraiser? Be sure to include in the details that the fundraising is strictly between the organization and the donor; SOTF does not sponsor Charitable Organizations.
- 5) Print an [Event Agreement](#), sign and send with the details to events@sistersonthefly.com.
- 6) SOTF will return the executed Event Agreement with instructions on how to post the event on the website and Facebook page to begin collecting RSVPs. For insurance purposes, all RSVP's must come through the website and must include a signed waiver of liability for the participant. Paper waivers can be signed at the event. Click [here](#) for a step-by-step how-to for publishing an event.
- 7) At least seven (7) days prior to the event send an email to events@sistersonthefly.com with this subject line: *[NAME OF YOUR EVENT] Waiver Inventory Request*. SOTF will notify you if anyone on the attendee list has not signed an electronic waiver of liability, and manual waiver of liability will be emailed to you. Please print it out and make sure the individuals who have not done electronically complete the manual waiver upon arrival at the event. You can scan and email the signed forms to events@sistersonthefly.com.
- 8) Enjoy your Event!