



# HOSTESS HANDBOOK

A guide for our hostesses to help them create  
events and “Have more fun than anyone!”

V.1 - 2023



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## WHO CAN BE A HOSTESS

- **FREE CASUAL EVENTS**
  - Any Sister in good standing – it’s always a good idea to have attended a few events beforehand, but it’s not required. Your Wrangler or Ambassador can be a good source of help getting you started.
- **FEE-BASED**
  - Events that expect to collect under \$5,000 in fees are considered a **Small-Fee Based** event and do not require any approval. However, it is recommended that you host a Free Casual event before hosting any Fee-Based events.
  - In order to be a hostess for a **Large Fee-Based** event, SOTF would prefer that you have hosted a **Fee-Based** event in the past or you have an experienced Co-Hostess who has hosted a fee-based event on your team. If these criteria do not apply, then coordinate with your Wrangler or the Events Coordinator.

**Note:** At SOTF we want to make sure that hostesses have the experience needed to host events. Additionally, with Independent Fee-Based Events where monies are being sent directly to the hostesses, we want to make sure that we have experienced, known hostesses collecting and accounting for event money.



**NOTE:** This Hostess Handbook is a “working copy” and will be updated as information changes. Always check the version at the footing of this document for reference.

## TYPES OF EVENTS

- **CASUAL NO FEE EVENTS**

- A “**Casual No Fee Event**” such as a Meet & Greet, an outing for lunch, a day event such as a museum visit or a walk in a park, a simple camping weekend where everyone pays their own fees.
- An event where money is collected at the time of the event by the Hostess for the sole purpose of paying a **single vendor** such as a restaurant or a group fee for a movie, etc.
- Sisters sometimes use this phrase “K.I.S.S. – Keep it Simple Sisters” for fun, easy events.

- **FEE-BASED EVENTS**

- **Independent Fee-Based Events**

- An Independent Fee-Based event such as bingo night and asking for \$20 from each Sister for prizes and food; or an event where monies would go to a third party like a rafting adventure, or when the Hostess pays the camping fees directly to the campground.
- An organized and hosted trip or ticketed activity that is expected to generate **less than \$5,000** in gross receipts.
- The Hostess collects all fees directly and therefore is responsible for the delivery of the event as described and the safekeeping of attendee money.
- These events are to be designed to “**break even.**”
- All taxes and tax reporting are the responsibility of the Hostess.

**NOTE:** Use of PayPal - SOTF no longer allows the use of PayPal's "**Friends and Family**" if your event is bringing in more than \$5,000. This is because when a hostess uses Friends and Family, there is no buyer recourse/protection from PayPal. SOTF has made the financial decision that they could cover costs for any event under \$5,000 if something were to happen to the money.

- **LARGE FEE-BASED EVENTS**

- **Large Fee-Based Events** – these events are different in that the monies are collected by Sisters on the Fly and are over the \$5,000 gross receipts. Some examples are the Northwest Gathering, Rocky Mountain High, Southwest Gathering, Heartland Gathering, Southeast Gathering, etc. These events usually have from 100-500 attendees and can include an all-inclusive fee.
- Please see Addendum A for information on Large Fee-Based Events (**coming at a later date**).

## GETTING STARTED

### Being a Hostess

Being a Hostess is essential to **Sisters on the Fly!** Our main objective is to get out there and **“Have more fun than anyone!”** To do this, we need Sisters to host events. It’s up to you and your fellow Sisters to create events that bring us together, whether it’s small or large – and we’re here to help.

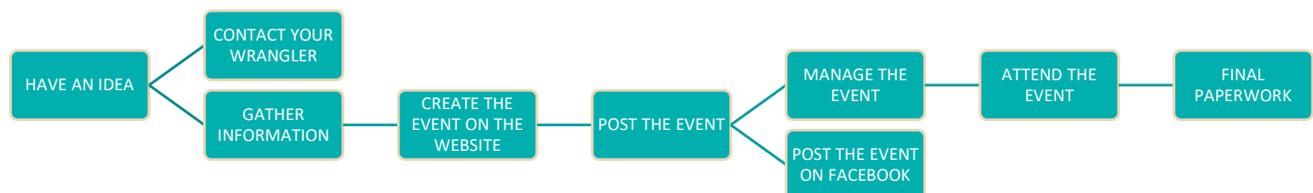
We have added tips, tricks, and tools to help you get your event off the ground, whether it’s a simple Meet & Greet or a large camping event. For that reason, we have created the **“Hostess Handbook”** to walk you through the procedures that should be followed when planning an event – step by step.

Once you’ve decided you would like to host a **Sisters on the Fly** event, you can follow this handbook’s step-by-step process to help you plan, organize, and host an exciting Sister experience. You should contact your Wrangler to let her know what you are planning – this is a common courtesy that SOTF asks all hostesses to adhere to. Your Wrangler will be able to help you in getting your event posted, as well as answer any questions you may have at that point.

If you get stuck somewhere along the way or notice something not working quite right, send an email to: [events@sistersonthefly.com](mailto:events@sistersonthefly.com). Your Events Coordinator will get back to you as soon as possible.

**NOTE:** *If you are thinking about hosting a SOTF event but have never attended an event, it is a good idea to get one or two under your belt before jumping in. Even better, you might serve as a co-host before you host your own event. Having a co-host is a good idea, it is always nice to have help.*

### Let’s get started!



### Gathering the Facts

Once you have decided that you want to host an event it’s all about **“planning.”** Consider what **“type”** of event you will be hosting – **Casual No Fee, Independent Fee-Based or Large Fee Event.** This will determine how you plan your event. Most events planned for SOTF are the **Casual No Fee Events.** We’ll start there and gather the facts:

- **Come up with a name for the event** – Keep it simple and to the point - when you are entering the event name, include the City and State at the end. **Example:** Sisters at the Keys - Key West, Florida
- **Hostess Contact Info** – List the hostess’s name, Sister #, email and phone number – there may be more than one hostess at an event – this information should appear at the very top of the description portion of the event for easy access.
- **Pick the date and time** – Make sure to check the calendar for conflicting events or holidays, make sure your venue has dates available.
- **What is the location/accommodations** – What are the amenities and rules/regulations of the site? Will this fit with what you are planning to do?

- **How many attendees** – How many can the location accommodate, or as the hostess, how many attendees do you want to host? Just because a campground has 200 spots doesn't mean that you have to invite 200 Sisters! The number of attendees can be changed, but only by the Events Coordinator with the consent of the Hostess.
- **Is your event "Pet Friendly" or not?** – Please read the attached **Pet Policy** for having pets at an event. This is totally up to the Hostess, but you, and all attendees **must adhere to the policy rules**. You as the Hostess, or any other member of the event, cannot change or alter the Pet Policy in any way.
- **Are guests allowed** – will you allow Sisters on the Try (see attached SOTT Policy) or Mistresses/Partners?

**NOTE:** A SOTT is a person, 21 years and older, that is a **non-Sister** that is invited to participate in an event (only once) by a SOTF member (sponsor) – said member must accompany her to the event. She must follow all rules and policies and sign the "**Guest Release and Waiver of Liability Agreement**" before attending the event provided to her by the hostess.

- **What type of costs are affiliated with this event** – Camping spots, meals, classes, activities, etc. Usually, with a **No Fee Event** there is no money exchanged between Hostess & Attendee. On occasion, there might be a small fee for a group meal or class, etc. Make sure to be clear on how to pay for these types of costs in your event description.
- **Write up a brief description** – Write up the event in a Word (or equivalent) document so that you can adjust as needed. Add in things like directions to the location, will there be food/potlucks, what types of activities will there be, daily itinerary, things to do in the area, what are the costs, if any, and any specific instructions. Add in any special time restrictions like campground check-in and departure requirements.
- **Is there a theme?** – That's totally up to the hostess. Nobody is required to dress up or decorate – you can always just enjoy what others have done. No pressure!

### For a Fee-Based Event

Follow the above and then:

- Review the "Event Budget Form" found on the website and build your budget, projecting revenues (**not to exceed \$5,000**) and expenses.
- Include all the costs and decide what the attendee pays separately, taking into consideration the number of anticipated attendees.
- Event Payment - How to pay. For Independent Fee Based Events, the hostess will need to state to whom, where and how participants should remit payment.
- Round up some volunteers to help. Hosting can present time challenges so surround yourself with dependable people who are ready, willing, and able, but make sure they have all the information they need to be effective.
- Cancellations and Refunds. For fee-based events, develop an objective cancellation policy based on both your fixed and variable costs and stick to it. We suggest that if you offer refunds early on during registration, that all monies be nonrefundable 60 days prior to the event. This will help you manage last-minute cancellations and the waitlist.

**HINTS:** When picking a location, consider how much time will be needed to get organized. You will need to determine the location/accommodations, the date, the time (whether it's a few hours or a week-long event), how many attendees can the location accommodate and what are the rules/regulations for the site (is it dry camping or full hook-ups, etc.). Consider the time of year and how that will affect the attendance – is it around a holiday, or another big event in the area – your Wrangler can help with this. For bigger camping type events it's a good idea to visit the location to determine if it's a good fit for what you are looking for.

**Sample Events**

**SMALL EVENT:** I want to organize a lunch at my favorite restaurant for 15 Sisters.

**ACTIONS:** You will need to check to see if the restaurant has enough space for a group, do they have a date that works for you, do they require a fee, will there be enough staff to make sure that you get good service, do they have adequate parking, can ladies order off the menu or do they have catering type services, etc.? Will you need a reservation?

**MEDIUM EVENT:** I want to organize a camping/kayaking event at my favorite campground for 30 Sisters.

**ACTIONS:** The tricky part about camping events is getting a campground that will work for your date and time. A lot of events may require that you get your camp spot first and then have the Sisters sign up for the event. You will need to check with the campground to see when you can register for camp spots – this is a very important part of this type of event. It's always nice if you have the option of having your event at a private campground where you can work with the owners to reserve the campground. You will need to determine if the campground has accommodations for all types of RV's/tents (power/water/sewer), or if it's a primitive type of campground with no hookups – that is totally up to you. Find out how many spots could be available and that will help you determine how many attendees you can have. It's always nice if you can check out the location before you make plans or at least before the event is held. The more information you have on the location the better for your attendees.



## CREATE YOUR EVENT

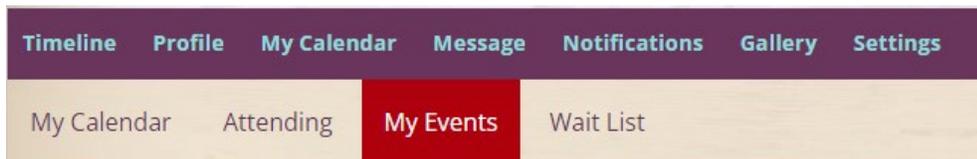
You're ready to go – follow these **8** easy steps to take you through the “**Add an Event**” form on the website.

*(This handbook is written specifically for use with the **Sisters on the Fly** website – the Mobile App is very similar; you can follow along using this Handbook.)*

### Add an Event Page – 8 Step Process

Once you have gathered all the information that you need it's time to create your event on the **Sisters on the Fly** website under “**Events, Add an Event.**” This is where all your pre-planning will come in handy. Once you open the “**Add an Event**” page, you will see the form that you need to fill out. You can work on this form and then simply hit the red “**Save Draft**” to save a copy and then go back to it later – don't hit the “**Submit**” button until you are satisfied that all the information is correct, and you want it to be posted (if you accidentally do this – contact the Events Coordinator).

**Note:** You will notice that some areas have an “\*” which indicates that these fields **must** be filled out – if you don't know the information, hit “**Save Draft**”, go find it and then return and continue. You will find your events under: “**My Calendar**” and then “**My Events.**”



The following are samples of an event created just for this Handbook.

### STEP #1: EVENT NAME

**Event Name:** The first and most important thing to do here is to enter the **name** and **location** of the event. This **cannot be changed later unless** you contact the Events Coordinator. A name should read as follows:

**Name of Event – City/Place, State.**



## STEP #2: ADDRESS - LOCATION

**Address:** Enter the location name (campground, restaurant, etc.), address, city & state, zip code and Country.

Address

(Enter Location Name\*) Oregon Falls Campground

(Address Line 1:\*) 555 Oregon Falls Road

Address Line 2\*

(City\*) Oregon Falls    Oregon    97222    United States (US)

*This is how it will show on your event page:*

**Location**

Oregon Falls Campground  
 555 Oregon Falls Road  
 Oregon Falls, OR, 97222

## STEP #3: WHEN (DATES & TIME)

**When:** On this section under “Recurring” leave it at “Occurs Once” from the drop-down option, and then add in your **start date** and **end date** for the event. In the “ALL DAY” box leave it in the “OFF” position.

**Date/Time**

**Date:** 06/01/2023 - 06/04/2023  
**Time:** 2:00 PM - 11:00 AM

**Note:** Your event will not show on the event page after the first day. If you have an event that is more like a campaign running for a week or month, you need to put just the **end date** in. That way it won’t disappear until the campaign is over.

The “Close Ticket Sales” is the date you want to end the ability for someone to sign up – this “Closes” your event to anyone wanting to sign up, get on the waitlist or be added from the waitlist. Usually, it’s a week or so before the event. This will help to alleviate last-minute signups so that you can have time to finalize your event.

When

Recurring: Occurs Once

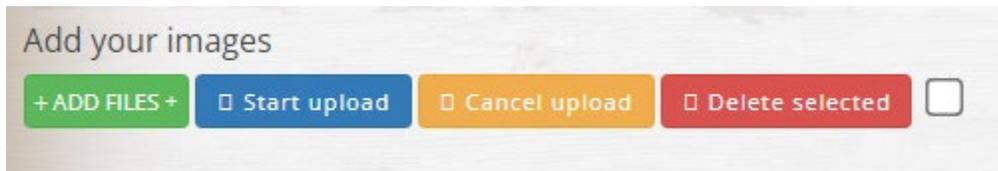
Start: 06/01/2023    2:00 PM    ALL DAY: ON OFF

End: 06/04/2023    11:00 AM

Close Ticket Sales: 05/29/2023    12:00 PM

## STEP #4: IMAGES

**Add your images:** It is recommended that you keep this to a minimum. Keep it simple, **2-3 photos** are perfect.



## STEP #5: AVAILABLE SPACES / PET FRIENDLY / GUEST FRIENDLY

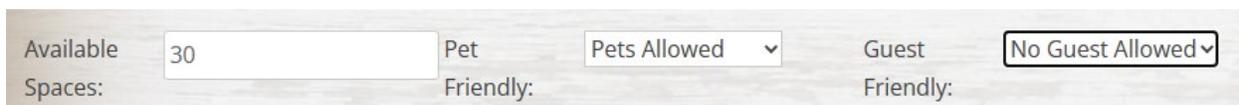
**Available Spaces:** This is where you put in the number of attendees that are allowed to attend. This number **cannot be changed** unless you contact the Events Coordinator. Sometimes you find out that more spaces opened at the campground and you want to open it up to more Sisters to attend. You will have to email the Events Coordinator to open additional spaces on your events page.

**Pet Friendly:** This is a **“Pets Allowed”** or **“No Pets Allowed”** option and should always be addressed. The hostess is the one that dictates whether pets are allowed at her event. (some venues will not allow pets – go ahead and mark it as **“No Pets Allowed”** to make it clear to the attendees). The **Pet Policy** must be followed when allowing pets. It’s also a good idea to put this information in your description with instructions on where to find the **Pet Policy** on the website.

**Guest Friendly:** This again is up to the hostess and is a **“No Guest Allowed”** or **“Guests Allowed”** option. As the Hostess you should put these details in your event description. This is for SOTT and Misters/Partners. If you say **“Guests”** are allowed, when a Sister signs up for the event she will have the option to add a **“2”** under her booking and then add in the person’s name that they are inviting (see instruction about this in Step #8). Please read the **“Guest/SOTT Policy”** and be aware that any guests need to sign the **“Guest Release and Waiver of Liability Agreement”** that you will find in the **“FORMS & POLICIES”** section of this handbook or on the SOTF Website under **“Event Planning Guide.”**



*Fill out the specifics for your event.*



**NOTE:** I have chosen **30 attendees** for this event, it’s **“Pet Friendly”** and **“No Guests are Allowed.”** As the Hostess you will count as **“1”** attendee so your total attendees list would be 30. You do not need to sign yourself up, the system takes care of that for you.



If you are allowing **Guests/SOTT** to your event, then the Sisters will have an extra step to include their guest:

Available Spaces:  Pet Friendly:

When a Sister signs up and is inviting a “**Guest**”, she will see this box. She needs to fill in the name of the Guest/SOTT. As a Hostess, you need to make sure that the Sister gets a signed copy of our **Guest Release and Waiver of Liability Agreement** from her Guest/SOTT for your event. You are required to keep a copy for up to one year and also send a copy to the Events Coordinator for her files.

Bringing A Guest? **Yes**  Are you bringing a guest?  
 Guest are non-members and not booked with anyone else.

If **Yes**, then she will fill in the name of her guest. The Sister must also make sure to book “**2**” spots (see below). The name of the SOTT or Guest listed will show up on the “**Attendee List**” under the Sister that invited them.

**Must be over 21 years of age**  
 Guest Name

**Event Options**

Option title	Description	\$Cost	Qty	Limit	Type
+ Standard Ticket	Option Discription	0	30	2	Required

**Note:** *Instructions regarding Guests/SOTT limits are in the next section.*

**STEP #6: DETAILS**

**Details:** This section is where you can select a “**Category**” for your event – Lunch, Meet & Greet, Camping, Save the Date, Sister/Mister, etc. and this will show up as an option when searching for events under “**Select Category.**” You can mark any and all that apply – we have marked “**Pet Friendly** and **Camping**” for this event.

**NOTE:** If you are creating a “**Save the Date**” event you will need to check the box. This will prevent anyone from signing up for the event until you are ready. You must email the Events Coordinator in order to “**Open**” the event for bookings. Once you are ready to “**Open**” the event make sure to go in and take that “**Save the Date**” information out and “**Submit**” it to the Events Coordinator.

**Details**

Category:

- Save the Date
- fly-fishing
- Meet & Greet
- Lunch
- A NON-REFUNDABLE Event
- Pet Friendly
- Camping
- Sister/Mister
- Dinner
- Monthly Dinner
- Cruise
- Breakfast
- Day Event

The bottom section is the “**Region**” that your event applies to. **Please only click on the regions that are appropriate for your event.** If it’s a simple day event, you should only mark the one area that it pertains to. If it’s a large event you may wish to mark other regions that are in a general area. The Events Coordinator has the ability to remove regions from your event if she feels it does not comply.

- International
- Pacific Northwest Region
- Western Region
- Southwest Region
- Texas Region
- Rocky Mountain Region
- Heartland Region
- Midwest Region
- Northeast Region
- Mid Atlantic & Appalachian Region
- Southeast & Gulf Coast Region
- Canada
- British Columbia
- Alberta
- Saskatchewan
- Manitoba
- Ontario
- Quebec

**Categories**

Pet Friendly, Camping, Pacific Northwest Region

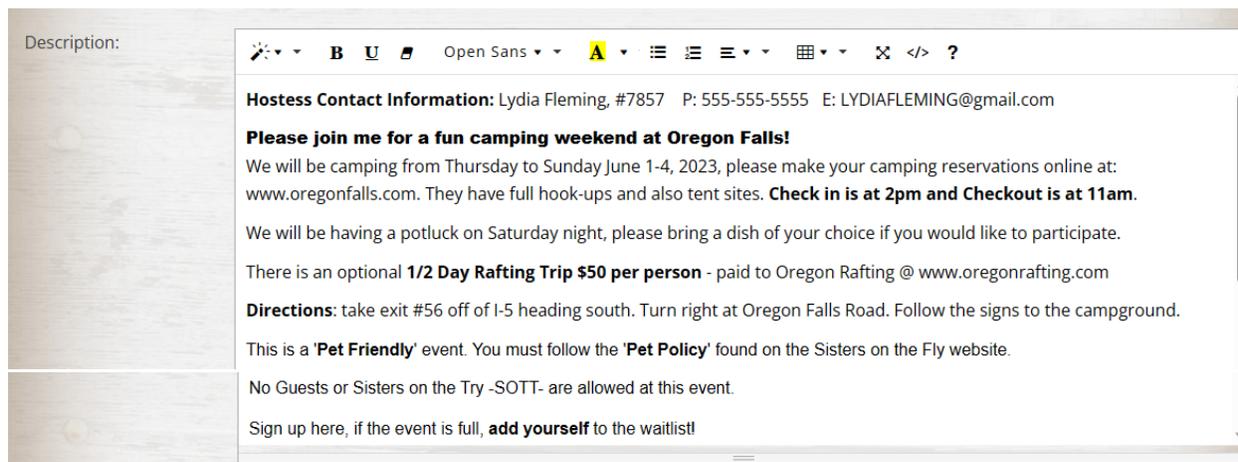
**Note:** Each Sister marks which region she wants to get notifications from on her profile page. She will get an email when your event posts according to the boxes she checked.

## STEP #7: DESCRIPTION

**Description:** This is where you add in all the details of your event. Hopefully, you have already done most of this work and can just copy and paste your text into this area. Make sure to put your hostess information at the very top so it shows first (see sample below). It's a good idea to also add in if your event is Pet Friendly or not. Also, add in if "Guests" are allowed or not. Even though you have already "checked" those boxes, it's just another way to let your attendees know.

The best way to get the text from a Word document (or something similar) into the Description box would be to save it as "**Plain Text**" and then paste it. Then you can go into the description and edit your text.

**NOTE:** If you are creating a "**Save the Date**" event you need to put that in the top of the description in **big bold letters**. When it's ready to go "**Live**" you will need to remove that text.



Description:

Hostess Contact Information: Lydia Fleming, #7857 P: 555-555-5555 E: LYDIAFLEMING@gmail.com

**Please join me for a fun camping weekend at Oregon Falls!**

We will be camping from Thursday to Sunday June 1-4, 2023, please make your camping reservations online at: [www.oregonfalls.com](http://www.oregonfalls.com). They have full hook-ups and also tent sites. **Check in is at 2pm and Checkout is at 11am.**

We will be having a potluck on Saturday night, please bring a dish of your choice if you would like to participate.

There is an optional **1/2 Day Rafting Trip \$50 per person** - paid to Oregon Rafting @ [www.oregonrafting.com](http://www.oregonrafting.com)

**Directions:** take exit #56 off of I-5 heading south. Turn right at Oregon Falls Road. Follow the signs to the campground.

This is a '**Pet Friendly**' event. You must follow the '**Pet Policy**' found on the Sisters on the Fly website.

No Guests or Sisters on the Try -SOTT- are allowed at this event.

Sign up here, if the event is full, **add yourself** to the waitlist!

**NOTE:** Fillable Description box – or cut and paste from another source using "plain text".

## STEP #8: EVENT OPTIONS

**Event Options:** This is where you set up the "**Standard Ticket**" which is how a Sister signs up for the event. You have already listed how many Sisters can attend under "**Available Spaces**" in Step #5, so now you need to indicate that a "**Standard Ticket**" is "**1**" per Sister or "**2**" if you are allowing Guests (SOTT or Mister/Partner) to attend.

- **Option title** – keep it at **Standard Ticket**.
- **Description** – leave blank.
- **Cost** – leave it blank.
- **Qty** – is how many **tickets** you are allowing for this event – 30 for this event.
- **Limit** – should always be "**1**" unless guests are allowed and then you make it "**2**", one for the Sister and one for the Guest (SOTT or Mister/Partner).
- **Options** put in "**Required**" at the drop down – do not use any other option here.



Option title	Description	\$Cost	Qty	Limit	Type
+ Standard Ticket	Option Description	Cost	30	1	Required

If you have additional **“Event Options”**, like a class or outing that requires Sisters to sign up specifically for that activity, you will need to add an event option by hitting the **“+”** to the left of the **Standard Ticket** and add in the specific information such as:

- **Option title** – name of the activity, i.e. Raft Trip.
- **Description** – add short description, i.e. ½ day raft trip.
- **Cost** – leave at \$0 – put the cost to be paid to an outside source in the description (see sample above).
- **Qty** – how many can join for just this activity, i.e. 15.
- **Limit** – **“1”** unless guests are allowed and then you make it **“2”**.
- **Options** – make it **“Option”** as this is not a required activity. It’s a good idea to put the information in your description on how to deal with making your reservations for this type of activity. You can also use the **“Non-Refundable”** for certain types of activities where monies are collected.

Event Options						
Option title	Description	\$Cost	Qty	Limit	Type	
+ Standard Ticket	Option Discription	0	30	1	Required	
+ Raft Trip	1/2 day raft trip	0	15	1	Option	

## You’re all done!

Go ahead and hit the **“Save Draft”** button and you will get this message. Hit **“OK.”**

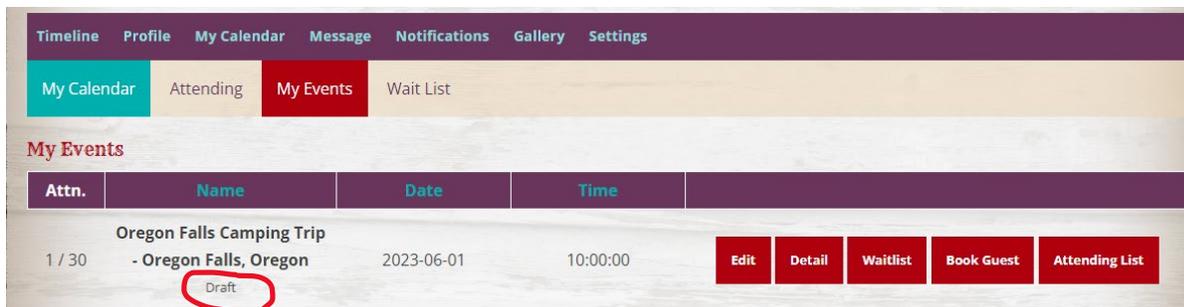


Now you can review your entire event by clicking on the **“PREVIEW”** button.



If you need to make any changes, simply click the **“Only Preview – Back to Edit”** at the top of your page and you make those changes. Repeat the process until you are satisfied.

If you leave the event and come back to it, simply go to your **“My Calendar”** page and look under **“My Events.”** Notice that it says **“Draft”** at the bottom. This tells you that it’s in **Draft mode** and hasn’t been posted to the website yet. **That’s a good thing!** Then hit the **“Edit”** button and repeat the steps above.

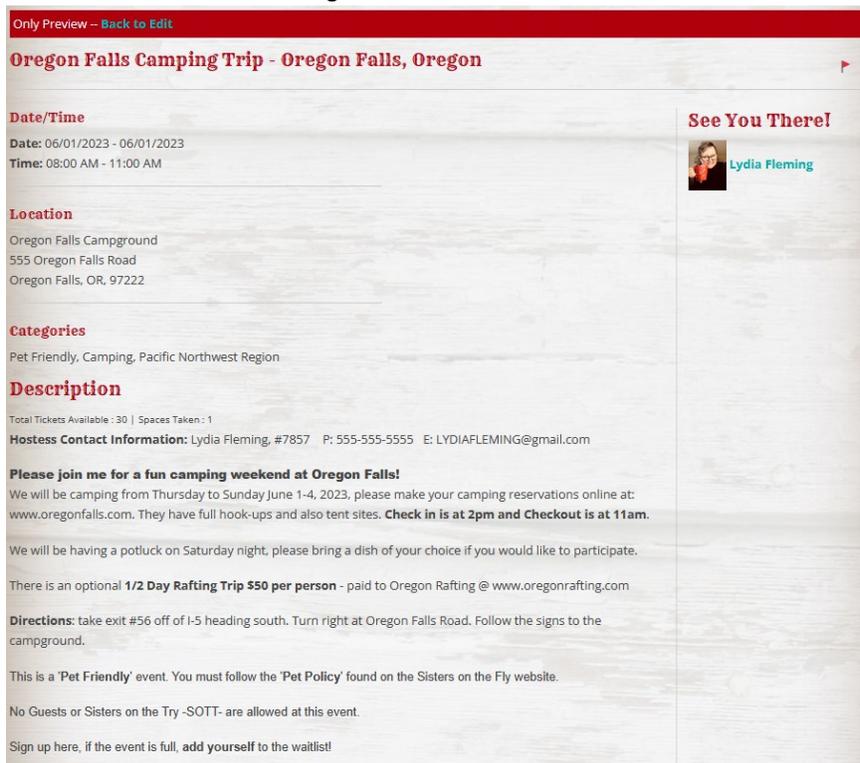


Once you are satisfied you are ready to go, just open your event by clicking the “**Edit**” button and hit the red “**Submit**” button – don’t forget this important step. You will get a notification that your event has posted via email – if you don’t see it, check to make sure that you did indeed hit the “**Submit**” button. If there are questions or concerns about your event by the Events Coordinator, she will contact you by **email**. Make sure to give her time to go over your new event posting before contacting her about it.

Once approved by the Events Coordinator, you will get a notification letting you know your event is “**Live**”, emails will go out to the Sisters in that selected “**Region**.” Only **one email notification** to go out per event, no exceptions!

This is a good time to go check the “**Events**” page and see how it looks. You can make additional edits if you need to by going back to your “**My Calendar**” and check “**My Events**.” The “**My Calendar**” page will become your go-to page for managing your event!

Your event will look something like this:



**NOTE:** Because you are the Hostess, you will show up at the top and stay at the top as Sisters sign up. You will count as “1” Ticket Sold in the number you allowed. You do not need to sign up unless, you are inviting a SOTT. As Sisters sign up, their photo will show up under “**See You There!**” in order of their Sister number, not when they signed up (on the Mobile App the attendee list goes in alphabetical order).

This is what a “Ticket” looks like.

**Buy Tickets**

TICKET TYPE	PRICE	SPACES
Standard Ticket	\$0	0 Total tickets: 30   1   Tickets Sold:
Raft Trip 1/2 day raft trip	\$0	0 Total tickets: 15   0   Tickets Sold:
Total:	\$ 0.00	

Comment

T-Shirt / Top Size (if applicable)

Select a size ...

If a NO pet event, I agree to comply\*

Select ...

If pet-friendly event, I'll bring mine

Select ...

Is this your 1st SOTF event?\*

Select ...

Have you signed the waiver\*

No

**NOTE:** As Sisters sign up you will see the number of **Total Tickets** going down and the number of **Tickets Sold** going up. And remember, the first one is always the Hostess! A Sister will also always need to say “Yes” to the “**Have you signed the waiver\***” box when signing up and answer all questions with an “\*”.

**Comments**

What is going on...

Comment

**NOTE:** Make sure to watch the “**Comment**” area carefully. Sisters sometimes ask questions, or even attempt to “**Cancel**” their booking here. Check daily to see if there is anything that you need to address.

**You are now done with creating your event, now it’s time to “Manage” your event.**

## HOW TO MANAGE YOUR EVENT

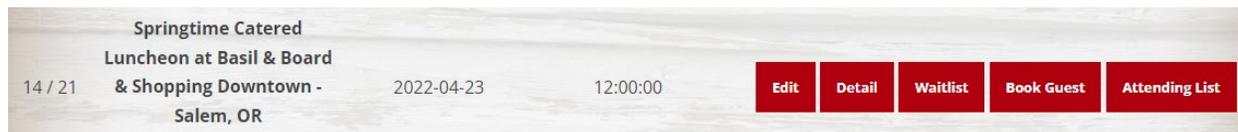
### Marketing your Event:

Your event is “LIVE” it’s time to market your event. Emails have been sent out to Sisters in the Regions that you checked – don’t be surprised if you see Sisters signing up immediately!

1. How to market your event:
  - Post your event on your **local** Facebook group(s) with a **link** to the event, if it’s a larger event, you can post to the Official Facebook group with a **link** to the event. Posting it once in the beginning and maybe towards event date is a good guide – please don’t over post the event to Facebook.
  - Consider a **private Facebook group** for attendees – a great way to communicate about your event, keep attendees updated about changes, additions, potlucks, and any other relevant information.
  - Develop an email group for attendees (can be only for attendees that don’t have Facebook or for all – it’s up to you) and send out relevant information. You can get a list of all of our attendee’s email addresses by going to the “**Attending List**” and exporting the information by hitting the red “**Export**” button.

### Manage your Event:

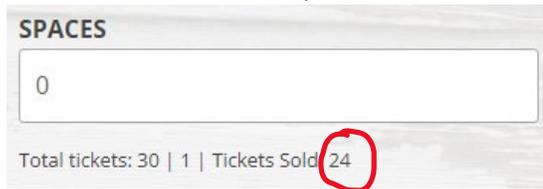
1. It is your responsibility to manage your event by monitoring it on a regular basis. You simply go to “**My Calendar**” on your personal profile page and then to “**My Events.**” From here you can **Edit** your event, look at the **Detail**, see your **Waitlist** and your **Attending List**.



You will see who has signed up and if there are any comments in the area below. It is wise to check out your event page daily to make sure any questions are being answered in the “**Comments**” area.



- You will see how many spaces/tickets have been taken. When they are all taken your event will become “Full” and ladies have the option to add themselves to the “Waitlist.” You cannot do this for them.



**NOTE:** There is no way to tell if a member has expired after they have signed up for an event. Their booking will remain active. We rely on the hostess of the event to check that their guests are currently active members. So you will have to check all members by going out of your event and looking them up on the website or Mobile App. Do not click on their profile photo from the event page because it takes you to an “active” profile even though they are expired. This applies to ladies on the Waitlist as well.

### Cancellations:

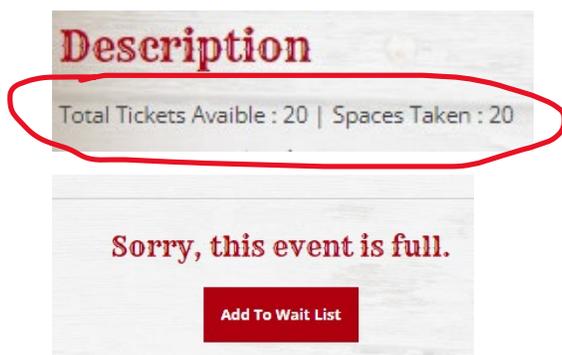
A Sister can cancel her “**booking**” at any time on the website or mobile app – **you (the Hostess) cannot cancel for her**. You will get a notification when someone cancels their booking and her name/photo will be removed from your event page. How you’ve set up your event would determine whether she would get a refund on any fees collected at signup. A Sister does not have to contact the Hostess when cancelling – it is a courtesy if it is close to the event date. You may put information in your event description asking that they contact you if there are campsites involved or other things like if she were providing food or equipment for the event.

A sister can cancel her booking up to **48 hours before the first day** of the event without any penalties. If she does not show up or cancels within the 48-hour timeframe, you will need to indicate that on the attendance form. See the **No Show Policy** attached. (see information about how to Close your Event below)

Again, watch your “**Comments**” area for Sisters stating that they want/need to cancel their booking. You cannot cancel for them. You may need to reach out to them to walk them through the process.

### Waitlist:

If your event fills up the system will automatically create a “**Waitlist**” and will close the event so that nobody else can sign up unless invited off of the waitlist by the hostess. When your event is “**Full**”, you will see the “**Total Tickets Available**” and “**Spaces Taken**” (which should be the same number) and the event will automatically list the event as “**Sorry, this event is full**” and this is when a Sister **can add herself to the waitlist** by hitting that red button. Sisters will be able to **add themselves** to the waitlist hoping to get into the event if someone cancels. The list goes in order of “**first on, first off**” and only the hostess can see this list. **You cannot add someone to the waitlist** – but as a Hostess, you can remove someone if they ask you to.



1. When a Sister hits the “Add to Wait List” button on the event page, her names goes onto the list in order in which she submitted her name and looks something like this:

Wait List				
SN#	Name	Account Status	Controls	
19667	Dolly Parton	Active	Invite	Remove
19920	Miley Cyrus	Active	Invite	Remove

2. When a Sister **cancels their booking**, you will get an email letting you know, you as a hostess, will need to “Invite” the first Sister who is at the top of the Waitlist.
3. To do this, just click “Invite” on the waitlist screen and scroll down to the invite message box near the bottom of the page. It will fill in the name and the email address for you and then you must enter a message in that box to that Sister telling her she has been invited to the event, then hit the “Send” button.
4. This will send her an email with a “Link” to the event for her to sign up and get a “Ticket.” **\*\*She needs to be logged onto the website in order for the link to work** – it’s a good idea to put that in the email message. As a Hostess, you will also get an email regarding the invite that you sent with a date & time stamp.
5. Her name will then move down to the “Invited List” as seen below. Remind them also, that the “Invite” is only good for **24-hours**. After that time, her invite will be “revoked”, and you will remove her from the waitlist and move on to the next Sister in line and repeat.

**NOTE:** You can see the date and time of when you invited the Sister. You do have the option of sending them a text or phone message to let them know to watch for an email. It is not required by the hostess but can sometimes help the process.

Invited List				
Name	Invite ID	Date	Status	
Mae West	61787957826c8	2021-10-26 14:55:35	Active	

6. After she signs up, **you will get an email notice** letting you know that she has signed up for the event and she will be added to the attending list.
7. If **she does not respond in the 24-hours** her invite will be **revoked**, the link will no longer work and she can be removed from the waitlist. You then need to move to the next Sister in line and repeat. She does have the option of adding herself back on the waitlist but will go to the bottom of the list.
8. You can also “remove” a Sister off of the Waitlist if she requests it, or she can do it herself on her “Waitlist” area on her calendar page.

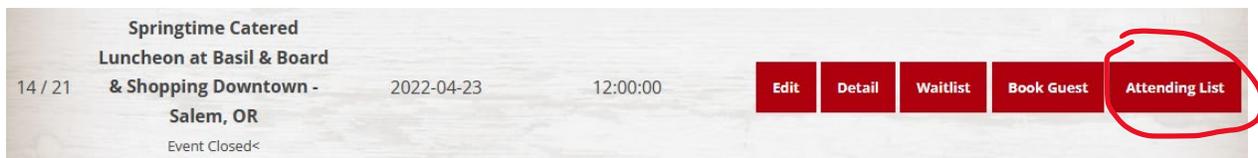
## CLOSING DATE

The “Close Ticket Sales” date that you chose during setting up your event will determine the date when no more activity will occur on your event. This can be any date that you determine is best for you. This means no more invites from the Waitlist as well.

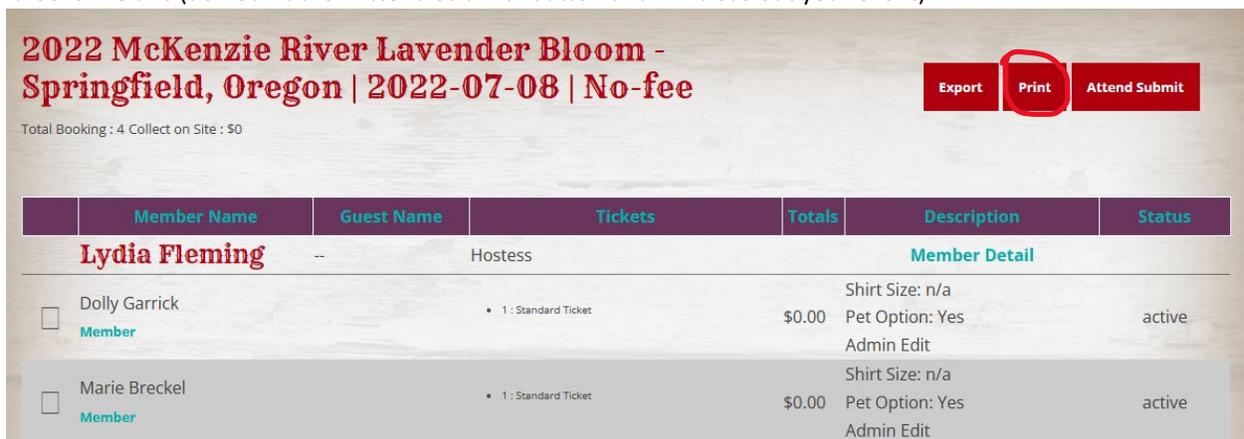
## ATTEND YOUR EVENT

It’s time to enjoy all the work that you’ve done. You can print out a list of attendees to take with you so that you can take attendance and have much needed information about your group.

- It’s always a good idea to have a “check-in” point so that you can take attendance and make sure everyone has arrived safely. Having that, along with your phone number, on the event description will help any Sisters who may need to contact you to let you know that they are running late or had troubles on the way.
- To print out a list of all your attendees, go to the red “Attending List” – you will get a “checklist” for your event. Then you can hit the red “Print” button to get a copy to take with you. You can also “Export” a list of attendees if you prefer which will be an Excel spreadsheet – this will have contact information where as the Attending List does not.



It looks like this (do not hit the “Attend Submit” button this will close out your event):



**ATTENDING EVENT** HOME - ATTENDING EVENT

**2022 McKenzie River Lavender Bloom - Springfield, Oregon | 2022-07-08 | No-fee**

Total Booking : 4 Collect on Site : \$0

Export Print Attend Submit

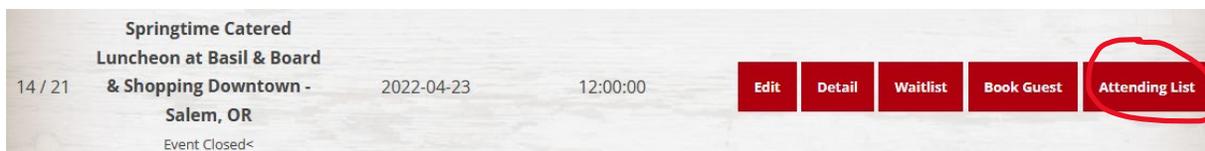
Member Name	Guest Name	Tickets	Totals	Description	Status
<b>Lydia Fleming</b>	--	Hostess		<u>Member Detail</u>	
<input type="checkbox"/> Dolly Garrick <small>Member</small>		• 1: Standard Ticket	\$0.00	Shirt Size: n/a Pet Option: Yes Admin Edit	active
<input type="checkbox"/> Marie Breckel <small>Member</small>		• 1: Standard Ticket	\$0.00	Shirt Size: n/a Pet Option: Yes Admin Edit	active

This is what a printed copy of the “Attending List” looks like. You have boxes where you can use to check off Sisters as they check in.

## CLOSING OUT YOUR EVENT

You can use the printed attending list to take attendance at your event, and then when you get home, you will then submit your attendance report by doing these steps:

1. Log on to our website; go to **EVENTS**, scroll down to **MY CALENDAR**.
2. Click on **MY EVENTS**; your event will be located here.
3. Click on **ATTENDING LIST**; this will display a listing of all who did a booking.
4. **Unclick** any member who failed to show up or cancelled less than 48 hours prior to the event.
5. And then, click the “**Attend Submit**” button. This will send a report to the Events Coordinator.
6. You are now done with everything.



Check if they attended, uncheck if they didn't.

**You're all done!**

## OTHER HELPFUL HINTS AND TRICKS

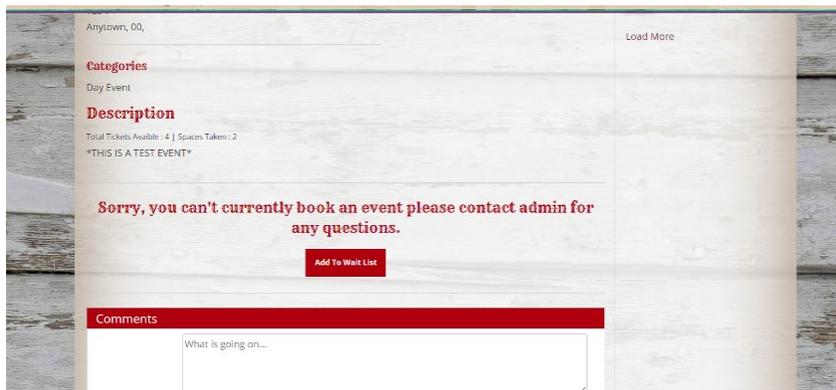
### No Show Procedure

It is imperative that you send in the **Attendance Report** after your events with the **members un-checked that did not show up according to the No Show Policy**. Membership will take that information and attach it to the members account. They will keep track of the number of events that the Sister was a “No Show”.

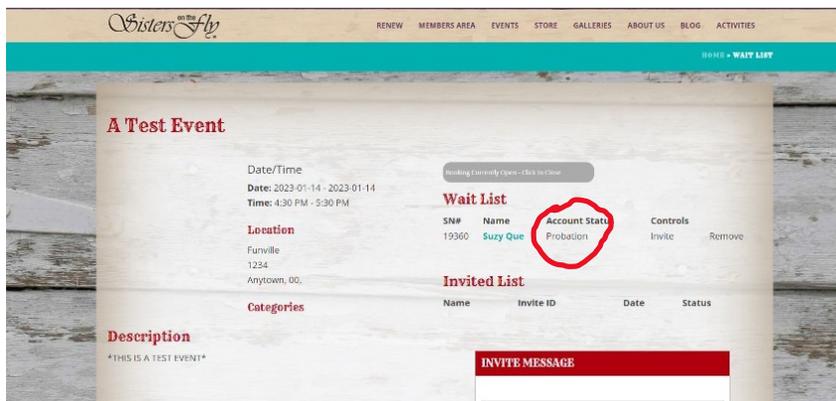
**NOTE:** “NO SHOWS” have continued to increase across the states and Canada and we really need all hostesses to report those that don’t comply with the NO SHOW policy. Some hostesses have experienced 30-50% of Sisters not showing up which creates a negative effect all around from the hostess planning efforts and allowing a Sister to come off the waitlist. If we don’t mark these Sisters as “No-Shows”, they will continue with this behavior.

### No Show Probation

After a Sister’s 2<sup>nd</sup> recorded “No Show” she will get an email warning her of her status. If a third occurrence happens, along with an email, she will be put on probation and will not be able to sign up for events without first being placed on a waitlist (even if the event isn’t full). As a Hostess you will see that the Sister is on probation and can decide whether to invite then or at a later date.



What a Sister see after three (3) No Shows.



What a Hostess will see if a Sister signs up for her event and has three (3) No Shows.

**How to cancel an event that you have created.**

You've done a great job putting together an event and then you find out that you need to cancel the entire event due to weather, sickness, life! This is how you go about that:

1. Hostess should update her event description on the website, stating that the event has been cancelled or rescheduled, etc. (usually at the top in big bold red lettering.)
2. Hostess should send an email to the Events Coordinator letting her know that she needs to cancel her event and she will mark it cancelled on the website.
3. Hostess needs to contact each attendee letting them know that the event has been cancelled (sending an email to the group is a good idea).
4. It's also a good idea to post on the local Facebook group, if appropriate.

**What to do if your event seems to have disappeared.**

This happens when a Hostess accidently hits the "**Attend Submit**" button. No fears! Just email the Events Coordinator and she will get you back on track.

## GLOSSARY

1. **Adopt a Highway Campaign** – a highway cleanup event in your state.
2. **Attending** – events that you have signed up for, past and present.
3. **Attending List** – the current list of your attendees signed up for your event.
4. **Attend Submit** – the final task for your event. This closes your event and sends in the attendance report.
5. **Available Spaces** – the number of attendees allowed to attend an event dictated by the Hostess.
6. **Booking** – same as a **Ticket** when signing up for an event.
7. **Closed** – when your event is full it automatically closes for any bookings to happen except when invited from the waitlist.
8. **Close Ticket Sales** – the date that you chose for your event to stop taking bookings.
9. **Comments Box** – a place on an event where attendees can make a comment, ask a question, etc.
10. **Event** – an organized gathering where there is a Hostess and Attendees.
11. **Events Coordinator** – the person that manages all events that are booked on the SOTF website.
12. **Export** – exporting your attendance for your event to an excel spreadsheet.
13. **Gallery** – a place where your photos are stored on the website.
14. **Guest** – can be a Sister on the Try (SOTT) or a Mister or partner that are allowed to join an event per the Hostess.
15. **Hostess** – a Sister who sponsors an event.
16. **K.I.S.S.** – Keep it Simple Sisters (an easy way to host an event).
17. **Live** – an event that has posted on the website and is ready for signups.
18. **Meet & Greet** – an event where you get together to introduce new members.
19. **My Calendar** – a place where you can find all of your event information including past events, the events you will be attending, the events that you are hosting and the events that you are on a waitlist for.
20. **My Events** – are the events that you are hosting.
21. **My Profile** – your page where you enter your contact information, username and Password, and additional information. Some of this information will show when SOTF searches for you.
22. **Non-Refundable Event** – no monies will be returned to the attendee when their booking is cancelled.
23. **No-Show** – when a Sister signs up for an event but does not show up for the event.
24. **Open** – when you “open” up your event to invite more Sisters.
25. **Save the Date** – a notification of an upcoming event that is not ready to book attendees – only gets posted on Facebook.
26. **Sister on the Try** – a woman that is invited to join an approved event to see if SOTF is a group that she may want to join. A SOTT can only attend one event and then she would need to join SOTF.
27. **Spaces** – the Total Tickets for your event.
28. **Ticket** – your **booking** for an event.
29. **Waitlist** – a list of potential attendees.
30. **Wrangler** – your state representative.



## LIST OF FORMS & POLICIES

### **1. FORMS**

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Emergency Information Form

Injury/Incident Report

### **2. POLICIES**

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Attendee Agreement

Member Guidelines

No Show Policy

Pet Policy

Guest/SOTT Policy

Guest Release and Waiver of Liability Agreement



EMERGENCY INFORMATION FORM

Complete this form and seal it in an envelope, then place it in your RV, taped to the refrigerator, inside closet or, if a tent camper, to the top of your ice chest so it can be found and passed on to medical personnel in an emergency.

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Blood Type: \_\_\_\_\_

- Diabetes       High Blood Pressure       Heart Disease       COPD
- Asthma       Contact Lenses/glasses       Cancer
- Other: \_\_\_\_\_
- Metal in body (What/Where)? \_\_\_\_\_

Medications & Dosages: \_\_\_\_\_

Allergies: \_\_\_\_\_

Dietary Restrictions: \_\_\_\_\_

\_\_\_\_\_

Other information to be aware of: \_\_\_\_\_

\_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_

Primary Physician Contact Information: \_\_\_\_\_

\_\_\_\_\_

Who to contact in case of emergency:

1) \_\_\_\_\_ Ph. \_\_\_\_\_

2) \_\_\_\_\_ Ph. \_\_\_\_\_

**INJURY/INCIDENT REPORT**

**Date Incident Occurred:** \_\_\_\_\_ **Approximate Time:** \_\_\_\_\_ **AM/PM** (circle one)

**SOTF Event Name/Location:** \_\_\_\_\_

**Hostess Name:** \_\_\_\_\_

**Injured/Affected Persons Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Male/Female** (circle one)      **DOB:** \_\_\_\_\_

**Details of Incident** (continue on back of page if more space is needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Incident Witnesses and Phone Numbers** (please list all): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Injured/Affected Persons Relationship to Event** (SOTF, SOTT, grandchild, spouse, etc.):

\_\_\_\_\_

**Injury Type:** \_\_\_\_\_

(leg, arm, head, shoulder, etc. - if applicable)

**Was Hospital or Physician Care Needed?**    YES/NO (circle one - if applicable)

**Hospital/Doctors Office Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Address:** \_\_\_\_\_

(if applicable)

**Injured/Affected Person's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(or Guardians signature if a minor)

**Emergency Contact Person and Contact Information:** \_\_\_\_\_

\_\_\_\_\_

**When was Emergency Person Contacted:** \_\_\_\_\_

*After completing this report send a copy to: [Debra@sistersonthefly.com](mailto:Debra@sistersonthefly.com) and [April@sistersonthefly.com](mailto:April@sistersonthefly.com)*

### ATTENDEE AGREEMENT

I appreciate that with all benefits come responsibilities, and as a Sister in the **Sisters on the Fly** (SOTF) organization, I acknowledge and pledge to do my best to uphold the following standards as this is my responsibility in order to reap the benefits of all that SOTF offers me:

1. I will read every event announcement in its entirety-from top to bottom.
2. I will respect and appreciate that Sisters are willing to host events and agree to honor their rules and requests.
3. If on a waitlist, I will provide contact information and patiently wait to hear from the hostess when she determines she can fit me in to a cancellation.
4. I understand that if I clear an event waitlist and receive an email notice, I have 24-hours to respond. If I do not respond, the hostess will offer the spot to the next Sister on the waitlist and will lose my spot.
5. I will not book a campsite for an event unless I fully intend to use it.
6. I will not book a campsite during an event for which I am not registered.
7. I will only bring a Sister on the Try (SOTT) after informing the hostess at the time of registration.
8. I agree to execute all required paperwork.
9. I will not be a shrinking violet and wait for Sisters to come to me; I will jump in and participate, from the get-go.
10. I will not complain about not getting signed up for events and not being able to participate but will organize events in order to expand the offerings so that everyone has an opportunity.
11. I will always be nice, offering kindness to others and speaking graciously with the proper people when I do have a complaint.
12. I will respect all the volunteer efforts in terms of time and resources that other Sisters offer to ensure that Sisters "Have More Fun Than Anyone."
13. I will respect the **SOTF Pet Policy**. If I bring a Pet to an event that is **NOT** pet friendly, I understand that the Hostess will ask me to leave (the fact that I must leave is no one's fault but mine). For pet friendly events I attend, I will follow the **SOTF Pet Policy**.
14. I understand that if the Event is an Independent Fee-based Event and I am paying the Hostess directly, then SOTF is not responsible for any reimbursement to me of the fees for any reason.

### MEMBER GUIDELINES

We ask that you follow these seven simple rules:

1. Events and gatherings are for women only, unless the hostess specifically states men are invited. Same goes for children and pets.
2. Strive always to be nice, even though it can sometimes be difficult.
3. There is no tolerance for objectionable content or abusive users on our website, mobile app, or Facebook pages.
4. Please use discretion when posting pictures of our Sister fun on social media. Only post pictures of other Sisters on SOTF Facebook pages. Respect other Sisters' privacy.
5. The member's directory is the sole property of **Sisters on the Fly** and may not be reproduced, shared or utilized for personal or business use.
6. Members of SOTF have the ability to use the logo and name for personal use only. They may not be used to make items to sell.
7. Have more fun than anyone, it's the Sister Way!

Out of an abundance of caution, concern, and love for our Sisters, and in an effort to continue to do our part to slow and eventually eliminate the spread of Covid-19, it is recommended that all members read and understand current government recommendations for awareness and prevention. We encourage you to follow the recommendations set out by the Centers for Disease Control (CDC) and your state and local health departments. Find up-to-date information on the CDC website, with links to state and local websites.

Sisters on the Fly is an all-inclusive women's outdoor adventure group. We do not discriminate based on race, religion, nationality, color, sexual orientation, marital status, disability or age (must be over 21).

### NO-SHOW POLICY

*"We all know the polite thing to do when one cannot keep a commitment is to let the hostess know as soon as possible."*

Our hostesses go above and beyond, and we are very thankful for all their hard work and dedication to make sure we always "Have more fun than anyone." The past few years we have seen an increase in "no-shows" which has created a negative effect for the hostess planning efforts and allowing a sister to come off the waitlist. Because of this, Sisters on the Fly has implemented a "**No-Show Policy**" that we hope will reduce the number of "no-shows" going forward.

A "**no-show**" is defined as a Sister who has signed up on the website to attend an event but does not show up for the event or fails to cancel her "booking" on the website 48-hours prior to the first day of the event. Contacting the Hostess is a courtesy, but she cannot "cancel" your booking. The website will track a "no-show" and a Sister will receive a point for each time she is a "no-show."

Once a Sister has accrued three points over a one-year period, she will be put in a **pending status**. A sister will still be able to go to events but will have to wait until the first wave of event signups have occurred. In short, she will go on a waitlist even if there is no waitlist. A hostess has the capability to invite her off the waitlist to the event at any time.

Point(s) will be removed upon the one-year anniversary (i.e., if you are a no show at an event January 14, 2023, those points will be removed on January 14, 2024). SOTF understands there are emergencies that really do excuse a "no-show." With that said, it is highly unlikely three such emergencies will happen within a one-year time frame.

### PET POLICY

For many years, **Sisters on the Fly** (SOTF) adhered to a **"No Pet Policy."** The reasons for this are self-evident for the most part but the rule has been relaxed in recent years. It is up to the **Hostess** of the event to deem an event **"Pet Friendly"** or **"No Pets Allowed."**

**ADA Service Animals are not domestic pets and therefore this Policy does not apply to them.**

In all other cases the following policy applies:

1. A **"No Pet Event"** would exclude any pet. If a sister arrives at a "no pet event" with a pet, she will be asked to board her pet or leave the event.
2. A Sister who wishes to bring a pet to a **"Pet Friendly"** event shall notify the hostess when registering. No more than two pets may be possessed by a Sister at any event.
3. Pet size is not limited; however, Sister pet owners must always maintain control over the pet(s). At all times during the event pets shall wear an identification collar and be restrained (on a leash) except in specific fenced pet walking areas.
4. The pet(s) shall be properly licensed and inoculated as required by local, county or state statute, ordinance or health code.
5. Sister pet owners will comply with the event venue's pet policy.
6. Sister pet owners are liable for damages resulting from actions of their pet. To that end, pet insurance is strongly encouraged, where available.
7. Sister pet owner shall provide the hostess the name and address of a caretaker who will assume responsibility for the care of their pet(s) should the Sister pet owner experiences an emergency that prohibits her direct care of the pet.
8. A Sister pet owner shall keep the event premises and surrounding environs clean and free of pet odors, insect infestation, feces and urine. Waste and litter shall be immediately removed in the case of an accident.
9. A Sister pet owner shall exercise proper control of the pet to prevent the pet from becoming a nuisance to any other person and shall not leave the pet unattended in a building/trailer/tent/vehicle for an unreasonable amount of time.
10. Pets of vicious or dangerous disposition shall not be permitted. Any pet duly determined to constitute under state or local law as a nuisance or threat may be required to be immediately removed.
11. Pets may **not enter eating areas** or any **official event activity gathering**. Pets shall not enter areas designated as no-pet areas by the hostess.
12. A Sister pet owner is responsible for the proper care, feeding and watering of the pet. The Hostess may contact the appropriate state or local authority to remove and care for pets that are not properly cared for.
13. Failure to observe the **SOTF Pet Policy** will result in probation or membership removal.

***For purposes of this policy, pets refer to dogs. Animals not listed are at the discretion of the hostess and will be considered as "pets" for the purpose of this policy.***

### GUEST/SOTT POLICY

Members of **Sisters on the Fly™** (SOTF) can invite guests to events when it is deemed so by the Hostess on her event page. A “**Guest**” can include a **Sister on the Try** (SOTT), a Mister/Partner (which would be a Sister/Mister event), or sometimes family members. These guests are required to sign a “**Guest Release and Waiver of Liability Agreement**” before attending a SOTF event, read all event documentation supplied by the SOTF Sponsor/Hostess, and follow all SOTF policies.

We have a few guidelines for our guests:

1. **Sisters on the Try** (SOTT) may participate in **only one** event and cannot have been a previous member of SOTF. We hope that after attending an event as a SOTT they will consider joining **Sisters on the Fly** and “**Have more fun than anyone!**”
2. A current SOTF member must sponsor the guest for the event, sign them up on the event page, and accompany them to the event or find someone that will. The SOTF sponsor is responsible for giving the guest information regarding the event, along with any required documentation. The guest must follow the rules set by the hostess of the event.
3. If the event is a pet friendly event and the guest is bringing a pet, the guest will need to follow the “**Pet Policy**” provided by their sponsor.
4. A Guest **must be 21 years old to participate**, unless the event is specifically set up with different parameters like; Grammas on the Loose, a Summer Picnic, Baseball Game, Lil Buckaroo’s, etc.
5. All guests must sign the **Guest Release and Waiver of Liability Agreement** before attending the event. You can get this document on the website at [Event Planning Guide - Sisters on the Fly](#) or the hostess can email a copy to the sponsor. The sponsor is responsible for getting the guest to sign the document and then either send it to the hostess via email or hard copy at the event. No guest will be allowed to attend an event without a signed waiver.

If you have any questions regarding your “**Guest**” please contact the hostess of the event, your Wrangler, or the Events Coordinator.

## GUEST RELEASE AND WAIVER OF LIABILITY AGREEMENT

Your undersigned hereby acknowledges that I am voluntarily participating in all **Sisters on the Fly™** (SOTF) activities and in exchange:

I HEREBY FREELY AND WILLINGLY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN ALL SOTF ACTIVITIES, including but not limited to, any risks that may arise from negligence or carelessness on the part of SOTF or because of their possible liability without fault, or from dangerous or defective equipment or property owned, maintained, or controlled by them, or caused by terrain, facilities, location issues, temperature, weather, condition of participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, and activity officials, as well as exposure to an illness from infectious diseases including but not limited to bacteria such as MRSA or viruses such as influenza, SARS including COVID-19 and acknowledge that although adherence to particular guidance, rules and personal discipline by myself and SOTF may reduce such risk, serious illness and death may nevertheless result.

I CERTIFY THAT I am physically fit, have sufficiently prepared or trained for participation in SOTF activities and have not been advised to not participate by a qualified medical professional. I am not currently experiencing any health-related reasons or problems that would preclude my participation in these activities. I acknowledge that my safety and the safety of those around me is primarily my responsibility and attest that I shall:

1. I participate in a safe manner in accordance with all applicable rules and practices that minimize risk of injury; and
2. I cease participating and seek assistance if I cannot safely continue. I understand that it is not the responsibility of other participants to provide aid if I have misjudged my capabilities.

I ACKNOWLEDGE THAT this Release and Waiver of Liability is between myself and Sisters on the Fly and that it will govern my actions and responsibilities at activities, and it shall be construed broadly to provide release and waiver to the maximum extent permissible under applicable law.

In consideration of my registration and permission, as a **Guest** of SOTF I hereby act for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of SOTF or its affiliates, volunteers, wranglers, or hostesses, for my death, disability, personal injury, property damage, property theft, monetary loss or actions of any kind which may hereafter occur to me, including my traveling to and from SOTF activities.

B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE SOTF from/for any and all liabilities or claims made as a result of participation in SOTF activities, whether caused by the negligence of SOTF or parties acting on their behalf or otherwise.

I ACKNOWLEDGE THAT SOTF, its directors, officers, volunteers, staff, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on behalf of SOTF.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during SOTF activities.



**Guest Release and Waiver of Liability Agreement 2023**

I UNDERSTAND THAT:

1. I may be photographed at SOTF activities, and I AGREE to allow use of my photo, video, or film for any legitimate purpose by SOTF or its assigns.
2. If the activity occurs in a foreign country, current insurance may not cover me or my assets and that I may choose to purchase additional insurance.
3. SOTF makes no guarantee or warranty as to the actual execution of any activity and I agree to hold SOTF harmless for any failure to meet my expectations.

I UNDERSTAND THAT if I choose to drink during a SOTF activity or event and then drive myself and/or others in my vehicle, I am solely responsible for any damage and/or injury caused by that decision.

I ATTEST THAT I HAVE READ THE PET POLICY and shall comply, if applicable.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Name: (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Minor, if applicable: (printed): \_\_\_\_\_