

SOUTHWEST BONANZA SOCIETY FLY-IN POLICY

To all hosts of a Southwest Bonanza Society Fly-in Event

Thanks you for hosting an event for SWBS. This packet has been assembled to help you with your hosting.

1. The location, agenda, and estimated cost of your fly-in must be approved by the SWBS President or Vice-president.
2. Fly-in events will be financially independent.
 - A. The SWBS will not normally reimburse hosts for cost overages. Exceptions may be by the SWBS Board of Directors in the case of unusual circumstances.
 - B. An accounting of the actual revenues and costs of the event shall be given to the SWBS Treasurer within 30 days after the event.
 - C. Funds in excess of the actual cost of the event shall be given to the SWBS Treasurer within 30 days after the event.
 - a. The intent of the SWBS is for fly-in events to be revenue neutral or generate a small overage. If the overage from an event is determined to be excessive by the SWBS Board of Directors the SWBS Treasurer will issue partial refunds to the event attendees.
3. Hosts will determine the cost per person for the event, and notify each member (with the assistance of the SWBS Secretary) via an email containing details and costs of the event and a registration form for the event.
 - A. It is expected that the hosts will use due diligence and good business practices when determining costs for their event. It is recommended that the hosts add 20% to variable costs to cover contingencies.
 - B. Event expenses for which advance payment at the time of registration for each attendee include, but may not be limited to the following:
 - a. Transportation during the event.
 - b. Entrance fee to all scheduled sites.
 - c. Meals included in the registration fee. Alcoholic beverages consumed during these meals are the responsibility of the individual members unless specifically included.
 - d. Hospitality room if provided.
4. The SWBS Secretary will assist the hosts in emailing details and a registration form for the event to individual members, and will also post event details and a registration form on the SWBS website.

Registration and Cancellation Policies. A separate sheet explaining these policies in full is included in this packet. The policies are available for members to read on the SWBS web site. A statement that the SWBS Cancellation Policy is in effect should be written at the bottom of your event flyers, advertisements, and the registration form in **bold letters**.

Hospitality Room Policy. Hosts need to determine if a hospitality room will be provided. A separate sheet describing the hosts responsibilities for the hospitality room is included in this packet.

Hosting an event is not hard. With a little effort you can have a successful event. Hosting is not a competition; please don't try to outdo the ones before you. Hosting can be a very rewarding experience where you share your city, or one of your favorite places with your fellow SWBS members and friends.

Any of the SWBS officers or directors will be glad to assist you any way they can.