

## HUNTSVILLE SKI CLUB

# Events Planning (No-Skiing) HSC Policy-011

**Effective Date:** Approved October 19, 2016.

**Purpose:** To provide guidelines for any person wanting to host a private event with the assistance of the HSC.

“HSC Events” are specifically defined for this policy as HSC sponsored non-skiing activities that are sometimes “Social”, “Special Events” or “Training” Events. Since it may not be obvious in advance which HSC Director should have primary responsibility for the new Event, the Board should determine this following the approval of a new Event. Regardless of which Director is responsible, the procedure for planning an HSC Event is the same.

This policy does not cover weekend trip events or cruises which are covered by policy HSC-003B.

### Guidelines

A comprehensive Plan must be presented in writing with the following information provided 60-90 days ahead of the Event for discussion and approval by the HSC BOD. The Board may consider approving impromptu Events with fewer than 60 days’ notice if there would be no adverse impact to other HSC Events. Individual potential coordinators may attend the BOD meeting to present the Plan. After the BOD approves the Plan, the Event is considered a HSC Sponsored Event.

The Written Plan will provide the following details:

- Contact Information of Event Planner:
  - Name, Address, Phone, email
- Event Information:
  - What, When (date & time), Where, How, Sign-up Deadline
- HSC Resources Required:
  - Banner, Reservations Table, Attendees List, decorations, paper/plastic products, setup/cleanup, and volunteers needed?
- Number of people expected:
- Financial Plan:
  - Plan should show detailed cost estimate to include rental of facility, cost of food, paper/plastic products, and entertainment. A proposed cost per person to break even. Deposits required will be funded by HSC. Excess funds generated by the Event will be returned to the HSC treasury.
- Draft Flyer to go into the Newsletter, Facebook and Website

If the Event requires an admission fee, all proceeds will go through the HSC treasurer. Only basic approved expenses are reimbursed with receipts.

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After review by the HSC BOD, a revision, acceptance or rejection will be provided in a timely manner to the potential coordinator.

If accepted, by the Board, the new Event will be publicized in the next newsletter and will be put on the Calendar. The Event will also be listed in the Snowball, HSC Facebook Events, and HSC Website. A Signup Sheet for attendance will be provided and maintained by the individual coordinator. Announcements will be made at the monthly meetings leading up to the Event.

The following form may be used by the event coordinator to provide the necessary input to the board.

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**Event Planning Form**

**Contact Information:**

Name:

Address:

Phone:

Email:

**Event Information:**

What:

When – date & time:

Where:

Why/How:

Cost per Person (Include details on separate sheet):

Break-even Number of Attendees:

Sign-up Deadline: