

## **Chapter guidelines for hosting an IMAA District Mini-Fest and reimbursement**

Submit a one-page plan to your District Director at least 6 months in advance.

Include the following items:

Name and number of IMAA Chapter, CD, proposed dates, location.

Address how your club plans to handle promotion, lodging, flight restrictions, etc. Estimate expected number of pilots. Contact your director to see what specific information he requires.

These are additional items you will need to develop as soon as you can:

- Event flyer
- 1/2 page event ad for HF magazine

### **Reimbursement of expenses:**

The sponsor club can receive up to \$500 to defray costs of the Mini-Fest as follows:

Up to \$300 for advertising, printing, postage, equipment, etc. for up to 30 registered pilots.

Plus an additional \$10 for every additional registered pilot above 30 (up to a \$500 maximum).

Reimbursement is after the event, with receipts.

IMAA funds cannot be applied to raffle items, food, or pilot gifts. IMAA funds are to be used to defray the cost of promotion and equipment.

IMAA will provide a free 1/2 page (7x5" horizontal) ad in High Flight magazine. Ask your director for the best issue to run in. The hosting club must provide ad materials to the HF editor by the ad deadline date.

- Sanction your event as soon as you get the approval of your district director.
- Read and follow all AMA and IMAA safety guidelines in the sanctioning package.
- Be sure to call it the "IMAA District XX Mini-Fest" prominently in ALL advertising, and feature the IMAA logo.
- Be sure the CD is qualified and IS a current IMAA member.
- Decide who will be the main contact, if it's not the CD.
- Your director can provide you with a mailing list of members within your District for flyer mailing.

### **Use of funds:**

Advertising, mailing and printing, signage, reusable field equipment such as frequency boards, protective fencing, portable toilets, impound and flight line equipment, etc.

If in doubt, ask your director.

Your director will require copies of receipts to reimburse your chapter after the event, up to the amounts described above.

You may charge landing fees, parking fees, etc. You're hosting an event to have giant-sized fun, but also make money for your chapter! Let common sense rule your pricing. Most pilots are OK with a nominal landing fee, and/or parking/camping charges. They expect to buy food. You are holding an event for the pilots, so make them feel like they got a good deal.

You may have raffles, pilot gifts, food service, etc. Consider purchasing IMAA branded hats, polo shirts, and other items to use as prizes or giveaways.

The club is encouraged to plan other events around the Mini-Fest to entertain participants, and generate additional income. For spouses, it may be a trip to a local shopping outlet or tourist attraction. Pilots and guests enjoy cookouts or informal banquets. It's up to the host club to plan and promote these events profitably. Your Director can be a good source of ideas, too.