

# SNAG

## HOST FLY-IN CHECK LIST

*The average SNAG fly-in has about 15-20 planes and 30-35 people. Without a catered dinner on Saturday night, we try to keep fly-in costs to \$20.00 per person. Please use those numbers to help guide your planning.*

- Choose a location & airport
  - Confirm arrangements with the airport manager
  - Assure tie-down ability
  - Negotiate a fuel discount
- Choose a hotel (Room block in SNAG name)
  - Discount for rooms (with manager)
  - Room block (aim for 20) & set a cancellation date
  - Secure Hospitality Room (usually "comped")
  - Check for breakfast availability
- Dinner Arrangements
  - Friday night - can be sandwiches & such in the hospitality room (see hospitality section) or grilled burgers, etc
  - Saturday lunch for airport guys
  - Saturday dinner/banquet
    - o Best if there's a party room
    - o Need a reservation to seat about 30 folks.
    - o Can be order off the menu or a set menu of your choosing
- Communication to president & newsletter editor
  - Location & date
    - o Airport information
    - o Identifier
    - o Runway info
    - o Radio freq
  - Hotel information
    - o Name & city
    - o Local telephone #
    - o Block information & cancellation date

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- Hospitality
  - Ice down beverages (sodas, beer & water)
  - Paper products for hospitality room
  - Sandwich makings (meat, cheese, condiments, veggies) for Friday night (*or whatever items needed for dinner*)
- Transportation
  - Rent at least 1 large van (15 passenger)
  - Check with SNAG members who live nearby (Some folks near you may choose to have one spouse drive in so we have more cars)
  - Ensure adequate transportation for men & women (Some airports have a courtesy car. If not enough, we may need to rent an additional vehicle.)
- Flying Events
  - Dawn Patrol - arrange a nice morning flight
  - Set up for contests (arrange with someone to judge events)
    - Spot Landing - no materials needed on asphalt strip
    - Flour bombing - Check with president about who is bringing the bean bags
    - Balloon bust - helium quality balloons (red please), 1 or 2 small helium tanks from party store (or Wal-Mart)
  - Trophies
    - Host can choose - trophy or plaque
    - Top two for each contest
- Non-Flying Events
  - Shopping, local sites to visit
  - Lunch
- Reimbursement
  - Hang on to all receipts & put your name on them
  - Turn in to the Treasurer or President

For three day events:

- Sunday should include some sort of group trip to a local attraction
- Sunday Dawn patrol can be somewhere nearby for breakfast (must be within walking distance)
- Banquet is on Sunday, so an extra night of dinner plans should be made