DRAFT

	BASTION CITY NANAIMO PROBUS CLUB	Policy No. 2019-006 Schedule A APPROVED:

TITLE: **Operations and Management Policy – Schedule A**

Schedule A - Event Planning (includes Events, Trips, Activities, and Outings)

1. A sign-up sheet should be provided for each event, (includes trips, activities, and outings). Members will be accepted on a first-come, first-served basis.

2. When an event, is fully subscribed, a wait list will be made. Those on the wait list should be so informed. Names on the wait list may be taken to replace those who have not paid by the due date, or have cancelled.

3. Where there is inadequate response, the activity will be cancelled at the discretion of the Event Planner/Committee.

4. Normally, there will be no refund for events after the final payment date.

5. In order to assist in the planning and pricing of events, the use of an Event Planning and Evaluation Form is required, as per Schedule B. This should be presented to the Management Committee at the time when a decision is needed on viability or pricing.