

<b>Information Sheet for Fly-In Organiser to Complete</b>										
Location										
Name of town or city										
Airport/Airfield						ICAO Code				
<b>Airport/Airfield Special Procedures</b>										
Parking										
Fuel										
Transport										
Contact Name						Phone No				
Proposed fly in dates						To				
Name of Organiser							IFFR Member		Y	N
Address										
Phone No					Email					
Rotary Club										
Club President or contact										
Phone No					Email					
<b>Accommodation</b> <i>(To be booked and paid for by individual participants)</i>										
Motel/Hotel Name										
Contact Person										
Phone No					Fax No					
Cost per Dbl Room					Per Night		Breakfast Cost			
<i>To be bulk booked by organiser with cut off date as close to fly-in as possible</i>										
<b>Functions</b>										
Morning Tea (Y/N)			Lunch			Afternoon Tea			Cost PP	
First Day										
First Night										
Second Day										
Second Night										
Third Day										
Third Night										
IFFR Meeting			Room			Refreshment			Cost PP	
Transport to and from airport							Cost PP			
List Programme:										
Who is handling Registrations and Finance?						Organiser / Section Treasurer				
List Name(s)										
Close liaison should take place between the organiser and both our Fly-In Committee Chairman and Secretary/ Treasurer										
Details Prepared by							Date			