

<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					
Email of organiser											