

**CASFS FINANCIAL POLICY**  
**Approved December 14, 2001**  
**Amended and approved September 25, 2009, May 28, 2010**

**A. DISTRIBUTION OF CASFS FINANCIAL POLICY & PROCEDURES**

1. The Corporate Secretary shall provide copies of the CASFS Financial Policy and Procedures to the following people upon their election or appointment the Board of Directors, the Procedural Officers, all convention Chairs and Bankers, the CASFS Internal Auditor, and anyone else who is a signer on a CASFS account.
2. All Convention Bankers shall make available copies of CASFS Financial Procedures to all committee members.

**B. DEFINITIONS**

1. The Corporate Secretary is the secretary of the Board of Directors
2. The Corporate Treasurer is the corporation's financial officer and oversees the event bankers and newsletter editor.
3. Event chair is the event coordinator
4. Event Banker is the duly elected banker for an individual event or convention.
5. ConNotations editor is the managing editor of the newsletter and responsible for all finances associated with ConNotations

**C. BANK ACCOUNTS**

1. All bank accounts will be identified as Central Arizona Speculative Fiction Society (CASFS) dba (specific endeavor) with the CASFS tax identification number
2. The Corporate Treasurer will be a signer on all accounts.
3. CASFS money cannot be commingled with personal funds
4. All CASFS accounts shall use duplicate checks.
5. All CASFS accounts shall have two signers, the primary signer and a secondary signer for emergency purposes only. In the event that the Corporate Treasurer is also the primary signer of the account the CASFS Board shall assign a second signer.

**D. FINANCIAL RECORDS AND REPORTING**

1. The Banker or Corporate Treasurer is required to maintain the books and records of the financial activities for their particular activity and keep off site back ups. If they maintain the records on an electronic format they are also required to keep a hard copy of all necessary documents.

2. All bankers that maintain funds (monies) are required to report at least semi-annually to the Corporate Treasurer. The Board may require more frequent reporting. The report is to include the following

- a. A copy of each monthly bank statement
- b. A monthly reconciliation between the bank statement and the group's books for each individual month.
- c. A summary of the financial activity for the period being reported.

3. All bankers are answerable to the Corporate Treasurer. Each banker shall prepare and submit a financial statement and income statement report on all financial activity for the specified fiscal year plus any additional reporting dates as determined by the Corporate Treasurer or the board of directors.

4. Reports must be filed with CASFS Secretary, Corporate Treasurer, CASFS Board Secretary, CASFS Historian/Archivist, in the convention's permanent files and be available for the general membership. It is strongly suggested that the Convention Chairman and Banker also keep copies for their own personal records.

#### **E. EXPENSES**

1. The active membership should approve all expenses from the CASFS main account

2. All expenses of the organization, both cash advances and reimbursement, must be documented and receipts must be submitted.

3. CASFS funds cannot be used

- a. To purchase alcohol with the exception of sponsoring the "Meet the Pros" reception at CASFS sponsored conventions and small amounts purchased for Guest of Honor gift baskets.

- b. "To cover any expense not allowable within Federal and State guidelines for a non-profit, tax-exempt organization.

4. Appropriate Expenses

- a. CASFS Activities CopperCon, HexaCon, ConNotations and any other activity approved of by the membership (Book Festival, etc.)

- b. Expenses associated with the purchase and maintenance of CASFS property. Purchase of durable goods with a value of more than \$50 shall be submitted to the membership for approval.

- c. Ordinary and necessary expenses of running a CASFS office

## **F. AUDITOR**

1. All CASFS accounts shall be reviewed by the CASFS Internal Auditor or the Audit committee at least once every two and one half (2 ½ ) years or when primary control of the account changes, whichever comes first.

## **G. CONVENTION BUDGETS**

1. All convention Bankers shall submit a preliminary budget to their chairman, the Corporate Treasurer, and the CASFS Board at intervals determined by procedure.
2. Conventions' books shall be closed out and turned over to the Corporate Treasurer not longer than six months after the end of the convention.
3. Records shall include copies of all receipts for authorized and/or reimbursed expenses incurred by the convention.

## **H. CONTRACTS & AGREEMENTS**

1. All agreements involving sums over \$499, either income or expense, must be approved by the Board of Directors prior to being signed or agreed to verbally with the exception of normal and reasonable operating expenses such as travel, publications, vehicle rental, etc. Should any single item expense exceed \$1000 it must be approved by the Board of Directors. Contracts should be submitted two weeks prior to approval date to allow time for study and discussion.
2. All sponsorships, either received or offered by CASFS and any of its entities, must be approved by the Board of Directors prior to being signed or agreed to verbally.

**CASFS Financial Procedures**  
**Approved December 14, 2001**  
**Amended May 2, 2004**  
**Amended and approved September 25, 2009**

The purpose of this document is to provide basic guidelines for handling CASFS finances. To this end and for the sake of consistency in practices, the Board of Directors require that the following guidelines be adhered to.

**A) CONVENTION OPERATIONAL GUIDELINES**

1) Seed money is the funding provided to a convention by CASFS. Please refer to Attachment 1 - Rate Sheet for seed money formulas

2) Timeline

Handling of the convention's business in a fiscally responsible and businesslike manner is a primary responsibility of the chair and banker. Please see Attachment 6 - Convention Timeline for suggested and required deadlines.

3) Definition of Terms

- a. Banker - Financial manager (treasurer) of a convention or event
- b. Corporate Treasurer - The Corporation's financial officer
- c. Chair - Convention Coordinator
- d. Fiscal Year - July 1 to June 30

4) Complimentary memberships

a) Types

- i) To "comp in" means to receive a free membership to a convention
- ii) To "comp out" (aka "pass thru membership") means to receive a free membership to the following year's edition of the same convention

b) Eligibility

- i) Committee and Staff are eligible to either comp in or out of the convention
- ii) Volunteers who volunteer at least the specified number of hours (usually 12) over the course of a convention are eligible to comp out. Volunteers are only allowed to comp in with the approval of both the Convention Chair and Banker
- iii) Program participants who participate in at least three panels for the convention are comped in. Those who participate in fewer than three panels shall be comped for the day(s) of their panel(s). If they wish, they may upgrade to a full attending membership at a reduced rate. Program participants may bring one companion to the convention at the Staff Membership rate
- iv) Guests of Honor and one companion are comped into the convention.
- v) Accredited members of the press may receive a press pass at the discretion of the Convention Chair and Banker.

c) General Rules

i) Complimentary memberships may not be "rolled over" to different conventions. A "comp in" is usable only at the issuing convention. A "comp out" is usable only at the following year's edition of the issuing convention.

ii) Complimentary memberships are non-transferable.

iii) It shall not be possible for one person to earn more than one complimentary membership at a single convention (i. e. if you comp in, you can't comp out).

iv) The Chair and the Bankers shall be jointly responsible for preparing the list of those who are comping out of their convention and passing it on to the Banker for the following year's edition. Accompanying this list will be a check to cover the memberships of those on the list. The cost per person shall be the Staff Membership rate for the receiving convention.

d) Volunteers being a vital part of running a successful event, each event shall be flexible in honoring pass through membership requests from the previous event even if the previous event has not paid for those memberships. The formula for honoring those requests shall be:

i) If the previous event did not make enough money to pay for all or any of their pass through memberships the current event shall honor the memberships without payment

ii) If the previous event submitted a list and paid for the pass through memberships any additional requests for pass throughs shall be honored by asking for area staffed and giving the volunteer the benefit of the doubt. There will be no "jump through the hoops" requirements. Additional unpaid pass throughs that are in excess of 25% of the list submitted and paid for will allow the current banker to submit a request to the board to have the funds paid by the CASFS Main account. Such requests shall be considered only if the previous event deposited funds in CASFS Main above the required corporate turn back amount "

5) It is a violation of credit card company policy for organizations taking credit cards to charge their credit card customers extra to cover processing fees. Accordingly, CASFS and its activities will absorb the processing fees.

6) Registration must have on public display a minimum of the following signs

a. Membership rates.

b. The Con Badge is the property of the convention until the end of the convention.

c. The convention reserves the right to refuse convention membership to anyone.

d. A charge of not less than \$25 will be assessed against all bad checks.

e. Acceptance of a membership badge and admission to (event name) constitutes an agreement to allow the Central Arizona Speculative Fiction Society(CASFS), its agents

or assignees to use your image and/or likeness for advertising or promotion by CASFS by any media now known or hereafter devised.

f. Badge holder releases the convention from all liability in the event of accident, damage, or theft while on convention premises. CASFS reserves the right to refuse admission to or to eject any person whose conduct is deemed by the convention to be disorderly. Badge remains the property of CASFS until the close of the event and must be surrendered on demand.

g. All of the above (a-f) must also appear on the registration forms and in the program book.

h. Any additional signs must be approved by the Chair

7) At common entrances to function space, the following sign will be posted:  
"Photography in Progress

Official photography and videography may be going on at any time.

By entering convention areas, you acknowledge this, and consent to the organization's use of your image or likeness for news, security, documentary, promotional, historical, or other purposes by any media now known or hereafter devised

Members are permitted to photograph or video participants for non-commercial personal use with permission from the individual.

Please Be Considerate.

Thank you.

Central Arizona Speculative Fiction Society"

8) A list of bad check writers will be maintained and passed from Convention Banker to Convention Banker. A "bad check writer" is defined as one who has written a check that cannot be collected on and who has not made alternate arrangements for payment within a specified time frame decided upon by the Chair and Banker. Names will remain on this list for a period of three years.

## **B EVENT FINANCIAL PROCEDURES**

1) All Corporate financial records shall be audited at least every two and a half (2 ½ ) years.

2) The Auditor shall review each account whenever primary control passes to a new person.

3) An Audit should "look for" and "expect to see" the following

- a. The budget
- b. All bank statements

- c. A ledger of all income/expenses which includes
  - i) Checks received/written
  - ii) Deposits made
  - iii) Cash
  - iv) Records of anything billed to CASFS for that account
  - v) Records of all Credit Card charges with a settlement report
  - vi) Each entry should reference the applicable receipt.
- d. The hotel contract and any other contracts, if applicable
- e. Copy of any agreement(s) made in addition to the hotel contract (Ex. Bot Bash)
- f. Reports covering the following, if applicable
  - i) Revenue by type (cash, check, charge)
  - ii) Revenue by department (breakdown of Registration, Art show, Charity/Game auctions, Dealers' room, etc. Plus any donations)
  - iii) Revenue by type, ( such as Memberships, Subscriptions, Dealers, Pass through, Sponsors )
  - iv) Dealers room breakdown, includes tables sold, conversions, etc.
  - v) Expenses by department
  - vi) Losses, including bad checks and charges

Any expense shall have an accompanying receipt or documentation and/or responsible committee person signature

4) All checks written to "CASH" or personally to the Banker require receipts. There will no checks written to CASH or to the Banker personally unless they are thoroughly documented before being written. Checks written to "CASH" or personally to the Banker for more than \$100 need approval from the Corporate Treasurer or the Board Chair prior to the check being written.

5) Non-budgeted expenses may be reimbursed at the discretion of the Chair and Banker in accordance with CASFS Financial Policy and Procedures.

6) The vendor copy of the credit card receipt for charges incurred will be kept at each station responsible for the charge and treated like cash for accounting purposes.

7) Registration must track the type of payment (Cash/Check & Check #/Charge). in the registration database and on the registration forms.

8) Registration must provide a breakdown of Income based on membership at the end of each day of the convention.

9) Registration must provide a list of all attendees names registered for the convention at the end of each day of the convention. This will be used by the Hotel Liaison to verify room nights per our contract as related to function space costs.

10) Anyone maintaining records shall use due diligence to maintain the integrity of those records. This includes, but is not limited to storing a printed readable copy and current electronic

copy of said records in an off-site location on a quarterly basis. The off-site location needs to be accessible by the Board of Directors.

11) The Convention Banker, as part of closing the convention books, will make copies of all records for the CASFS Archivist, and another placed in the official CASFS storage facility. The originals shall go to the Corporate Treasurer. These records shall be held for a period of not less than eight (8) years.

12) Basic Account practices

a. Record of Deposits, should contain the following information

- i) What it's for
- ii) Who it came from
- iii) Sufficient information to tie it back to the System of Record

b. - System of Record, should contain the following information

- i) What it's for
- ii) Who it came from
- iii) Sufficient information to tie it back to the Deposit

### **C) CASH HANDLING PROCEDURES**

1) Cash should be counted in a closed secure area by the Banker and a representative from the applicable area. It is strongly suggested that a security representative be present when money is transferred.

2) When possible, cash should be stored in a hotel safety deposit box. The Chair, Banker and/or other responsible party should have keys to the box.

3) No third party checks will be accepted.

4) All checks and credit cards charges must be accompanied by proper photo ID.

5) All payouts to individuals will be made by check only.

6) All funds received shall be receipted. A receipt shall take the form of

- a) A convention badge
- b) A receipt
- c) A post card
- d) Other documentation

7) All CASFS events must budget to:

- a) Cover the event expenses
- b) Replace the seed money
- c) Pay for pass through memberships
- d) Return a required amount to the Corporate Main Account for annual operating expenses (See attached rate sheet for current required turnback)

## **D) ROLLOVER**

- 1) One year is not enough time to properly plan an event. Accordingly, event officers are elected two years ahead of time. In order that work may be done on the events over the full term of office, CASFS maintains two accounts for each event it runs, one used by the odd-numbered editions and one used by the even-numbered editions.
- 2) The following procedures are in consideration of the Rollover
  - a. Events should be closed out within six months after the end of the event. At this point the records and checkbook are turned over to the Corporate Treasurer for review.
  - b. If the event is not closed within six months from the end of the event, all records will be turned over to the Corporate Treasurer and with the assistance of the Banker they will close out the convention within 30 days.
  - c. All Event Bankers shall submit for approval a budget to the Corporate Treasurer, CASFS Board and their Chair within three months of being elected. They shall submit updated budgets eighteen months, one year, six months and one month out from the convention and a close out report within three months of the end of the convention.
  - d. All vendor bills will be paid within 30 days of receipt.

## **E) RESTRICTIONS**

- 1) No event officer may make an agreement that extends beyond their event without prior approval or the Board of Directors. Examples would be "Hexabucks."
- 2) Hotel room nights for individual committee and staff will not be reimbursed. At the discretion of the Chair and Banker a certain number of rooms (maximum of four) may be rented at convention expense and used for committee who are either required or wish to stay on-site throughout the convention. Sleeping areas in Staff Lounge, Con Suite and other function areas with sleeping accommodations, if applicable, may be used by the committee and staff of those areas as sleeping accommodations when prior arrangement has been made. Non-staff members may not use these accommodations. Space must be requested and will be assigned before the convention's room block expires. Space will be assigned by the Hotel Liaison with the concurrence of the Chair and Banker. In order to minimize the cost to the convention, all rooms rented under this procedure must be shared.
3. CASFS funds cannot be used to purchase alcohol with the exception of sponsoring the "Meet the Pros" reception at CASFS sponsored events and small amounts purchased for Guests of Honor.

## **F) OTHER CORPORATE ACCOUNTS**

- 1) Procedures for people handling corporate funds
  - a. All applications for reimbursement must include receipts and should be accompanied by an Application for Reimbursement (See Attachment 5)

- b. Copies of these receipts must be provided to the Banker for reimbursement
- c. At a minimum the receipt should contain what it was for and the amount.
- d. No reimbursement will be provided without a receipt.

2) Procedures for people handling the checkbook

- a. A ledger will be maintained documenting all transactions relating to an event, this shall include deposits.

3) Basic Account practices

- a. Records of Deposits, shall contain the following information
  - i) What it's for
  - ii) Who it came from
  - iii) Sufficient information to tie it back to the System of Record
- b. - System of Record, shall contain the following information
  - i) What it's for
  - ii) Who it came from
  - iii) Sufficient information to tie it back to the Deposit

**CASFS Financial Procedures**

**Attachment 1 - Rate Sheet**

**Approved December 14, 2001**

**Modified May 2, 2004 in accordance with revised credit card processing fee policy**

**Amended and approved September 25, 2009**

**A. Seed Money**

A given instance of an event shall receive seed money according to the following:

- 1) It shall receive seed money equal to the seed money received by the instance of the same event that ran two years previously.
- 2) In the event that the two-years-previous instance made money over and above all required pass-throughs, turn-backs, etc., 10% of that "excess" money shall be added to the seed money for the current instance.

Example: WibbleCon 5 received \$2,350 in seed money. After paying all bills, passing along volunteer and staff pass-through money to WibbleCon 6, setting aside the base \$2,350 in seed money for WibbleCon 7, and turning over the mandated Corporate Turnback funds to CASFS Main, WibbleCon 5 has \$1,200 in "excess" money. Ten percent of that (\$120) gets added to the seed money, so WibbleCon 7 receives a total of \$2,470 in seed money and CASFS Main gets the **total** remaining \$1,080

**B. Volunteer Hours**

Volunteers who volunteer for 12 hours during a three day convention and 16 hours during a four day convention shall be given a complimentary membership as outlined in Procedures A.3.b.ii

**C. Staff & Committee Rate**

As described in Procedures A.3.c.iv Staff rate shall be equal to the lowest rate the convention has, at any time, charged for a full price adult membership.

**D. Required Corporate Turnback**

As described in Procedures C 7 every CASFS event must budget to cover their share of annual Corporate expenses. This amount shall be determined by dividing the current annual expenses by the number of annual events.

**CASFS Financial Procedures  
Attachment 2 - Volunteer Waiver  
Approved December 14, 2001  
Amended and Approved \_September 25, 2009**

**STAFF & VOLUNTEER AGREEMENT & WAIVER  
PLEASE PRINT LEGIBLY**

Convention: \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that I have freely volunteered my services to the aforementioned event. I understand that I will receive no payment for my time. I agree that in all cases the event shall not be held liable for damage to myself or any property in my care or custody unless due to gross negligence on the part of the convention.

Further, as a volunteer with the above named event, sponsored by the Central Arizona Speculative Fiction Society, Inc. (here after "CASFS") it is my intent that any Work(Artwork, database, contact lists, web design, web codes or any otehr intellectual property) I create in my capacity as a volunteer for CASFS, will become the property of CASFS, which will own full copyright in all such Work(s). To the extent that any Work(s) I create for CASFS is not a work for hire, I assign and transfer to CASFS all worldwide copyright interests in the Work(s), for the life of such copyright interests.

In assigning all right, title, and interest in the Work(s) to CASFS, I intend to transfer to CASFS the full ownership in and of the Work(s), including all rights of reproduction, distribution, display, and adaptation, and the right to create derivative work(s). All such rights apply without limitation to any print, electronic, multimedia, or other formats including HTML format for websites, distribution online by email, and all other methods of creating and distributing media. I agree to sign and deliver to CASFS, either during or subsequent to the term of this Agreement, such other documents as CASFS considers desirable to evidence the assignment of copyright.

In consideration of this agreement, CASFS agrees to allow me to:

- include the Work or a reproduction of the Work in my portfolio or other such compilation, to be shown to my prospective employers or clients, and no other commercial or noncommercial use. All such portfolio uses must include a notice of CASFS' copyright ownership.
- give full and complete credit in all versions of the Work(s)

I warrant that any Work(s) I create pursuant to this agreement are original and do not infringe any intellectual property rights or violate any laws related to libel, privacy, or otherwise. I agree to indemnify and hold harmless CASFS in any action arising out of, or relating to, these representations and warranties.

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Birth date(mm/dd/yyyy): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MINORS**

This is to certify that I am the legal guardian of or parent having custody of the minor signing above and that I have studied the above agreement signed by my minor and that I grant permission for said minor to serve as a volunteer under the terms above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Received by: \_\_\_\_\_

**CASFS Financial Procedures**  
**Attachment 3 - Registration Form w/waiver**  
**Approved December 14, 2001**  
**Amended and Approved September 25, 2009**

Event Name  
PO Box 62613, Phoenix AZ 85082

Membership type:    Full    Youth (9-12)    Kid-in-Tow (0-8) (Limit 2 per adult member)

Name \_\_\_\_\_  
Badge Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Email \_\_\_\_\_ Birth Date: \_\_\_\_\_

The fine print: Central Arizona Speculative Fiction Society (CASFS) dba \_\_\_\_\_ will not sell any of this information to a third party. I agree that CASFS may use and/or share this information to contact me for informational purposes.

**Check this box if you do not wish to be contacted about non-CASFS events.**  

**Check this box if you do not wish to be contacted at all.**  

I release CASFS for all liability in the event of accident, damage, or theft while on premises. Acceptance of this membership and entry into (convention name) constitutes an agreement to allow CASFS, its agents or assignees to use your image and/or likeness for advertising or promotion by CASFS by any media now known or hereafter devised.

The membership badge remains the property of the convention until the close of the convention and must be surrendered on demand. The convention reserves the right to refuse admission to or to eject any person whose conduct is deemed in the sole discretion of the CASFS Board to be disorderly. A charge of \$25 will be assessed against all bad checks. Memberships are transferable but **non-refundable** and the convention is not responsible for lost forms.

By signing this form I certify that I am 18 years of age or older and agree to the terms listed above.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Parental Consent**

**If the above listed person is under 18 years of age this section must be completed by a parent or legal guardian.**

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Minor's birth date \_\_\_\_\_ Relationship to minor: \_\_\_\_\_

I \_\_\_\_\_ give my authorization and consent, and warrant that I have the legal authority as the minor's parent or legal guardian to grant such consent, for the above-named minor to attend the \_\_\_\_\_ convention ("Convention"). I understand that the Convention staff, organizer's, employees and/or agents, etc, have no responsibility whatsoever to monitor or supervise the minor at any time during the Convention, and I agree to hold (Convention name), the Central Arizona Speculative Fiction Society, its Board of Directors, organizer's, employees and/or agents, etc, harmless of any wrong doing, claims, demands or liability. I further accept financial responsibility and agree to fully indemnify Convention for any damages caused by my child, whether caused by his/her willful conduct or negligence, at any time during his/her attendance at the Convention. By checking this box I agree to the terms above  

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Parent/Guardian Contact Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Payment:   CASH \_\_\_\_\_   Check # \_\_\_\_\_ on bank \_\_\_\_\_

**CASFS Financial Procedures**  
**Attachment 4 Back-of-badge text**  
**August 29, 2003**  
**Amended and Approved September 25, 2009**

Acceptance of this membership badge and admission to (event name) constitutes an agreement to allow the Central Arizona Speculative Fiction Society(CASFS), its agents or assignees to use your image and/or likeness for advertising or promotion by CASFS by any media now known or hereafter devised. Badge holder releases the convention from all liability in the event of accident, damage, or theft while on convention premises. CASFS reserves the right to refuse admission to or to eject any person whose conduct is deemed by the convention to be disorderly. Badge remains the property of CASFS until the close of the event and must be surrendered on demand.

**CASFS Financial Procedures**  
**Attachment 5 - Application for Expense Reimbursement**  
**Approved \_September 25, 2009**

**EVENT NAME**  
**EVENT DATE**  
**AREA**

<b>ITEM</b>	<b>AMOUNT</b>	<b>RECEIPT</b>	<b>NOTES</b>

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Reason for disapproval or partial approval:

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**CASFS Financial Procedures**  
**Attachment 6 - Convention Timeline**  
**Approved September 25, 2009**

**PRE-CONVENTION**

**27 months** - Election

**26 months** - Begin assembling committee with emphasis on hotel liaison, programming head and publicity

**24 months** - Banker presents first budget to board for approval

**20 months** - Hotel should have been selected, contract approved by BoD and signed. If no hotel is under consideration, the BoD is required to take note and remind the Chair of the 18 month deadline to have a hotel signed

**19 months** - Primary guest selected

**18 months** - If no hotel has been selected, the BoD is required to take action (what action taken is up to them - get hotel, fire chair, cancel convention or ???)

**18 months** - Programming begins preliminary contact of participants

**18 months** - Most of committee should be in place

**13 months** - First committee meeting held

**13 months** - Committee positions of publicity and web should be filled, ads should be planned/designed for current event program book, flyers for sale of memberships. Web page should be designed and prepared to go live within 3 days of the close of the current year's event

**12 months** - Active publicity starts

**11 months** - Complete committee should be in place

**9 months** - Budget presented to BoD to show likely profit/loss. If loss is projected BoD shall take notice and discuss with Chair and Banker what is going wrong and what can be done to correct the problems

**6 months** - Budget presented to BoD to show likely profit/loss. If loss is projected BoD shall take action to protect CASFS (what action taken is up to them - can chair, cancel convention or ???) to minimize loss

**POST-CON**

**1 month** - Close out meeting at which post-con area reports on success and problems are collected. A summary of this report should be included in the convention's officially filed paperwork. Final meeting for receipt submission for reimbursement.

**1 month** - All artists, if applicable, have been paid and unsold art work returned.

**2 months** - Pass thru lists and funds compiled and passed on to next year's event. Pass thru list posted on web site.

**3 months** - All bills paid and convention books closed out

**6 months** - If post con business has not been handled the board shall be required to take action (what action taken is up to them - can chair, cancel convention or ???)