

Expanded Planning Timeline and Checklist

January 13, 2026

(This is a more detailed version of the preceding page, presented in the same sequence and format. It is the “heart” of event planning and refers to several sample documents for your convenience. Depending on the complexity of your event, some of this may not apply.)

November and December or earlier! -- choose your desired destination and date and advise the Fly-in committee chairman of only the date but **not the location**

(flyins@coloradopilots.org). We want to keep destinations secret until they are revealed at the January Fly-in planning meeting, and not even the chairman should know. The date you choose will be reserved for you and your event. CPA Fly-ins are typically one, two or three-day affairs. The logistics involved for single-day events are minimal as is the cost to attend. Hosting one is a good way to get a feel for running a weekend trip in the future! Three-day Fly-ins are very popular but require more planning. While new locations are ideal, don't ignore prior venues we've not recently visited. Many “old” venues are still new to new members. Visit <http://coloradopilots.org>, click on Fly-In Activities --> Fly-ins of years past to see a list. Also, keep your eyes open for interesting locations during your travels.

Some considerations:

- Start with the airport FBO or manager. Seek input on rental car companies, hotels, restaurants, suggested things to see and do in the area, etc. *Larger FBOs frequently have special hotel and rental car financial agreements available to you.* CPA does it all – hiking, biking, museums, float trips, 4-wheeling, fishing, hot pools, riding horses, the ever-popular Happy Hour and whatever else you can find. Request a fuel price discount for participating aircraft. Confirm there are tie downs for 15 or so airplanes and what fees exist – landing, tiedown, etc.
- Talk to all providers involved at your venue -- hotel, rental car company, restaurants, operators of activities, etc. Get names, phone numbers and preliminary costs. Give them your prospective dates to learn of any known conflicts.
- Ask the hotel about a reduced rate for a block of rooms. No cost is involved in blocking rooms and 10 to 15 rooms generally suffice. **Hotel cancellation policy is important.** Ideally, we would like a cancellation option right up to check-in time or at most a 24-hour advance cancellation. Weather impacts us far more than it does automobile drivers. At this point, you are not committing to anything but merely setting the stage for further communication and confirmation. The more you do during this preliminary time frame, the easier your planning becomes. Sketch out a basic schedule of what we will do each day. You're the boss!

January - At the January Fly-in planning meeting, present your event and its proposed date along with the things we will see and do. This will be the very first time the destination is

revealed, so it is your opportunity to create enthusiasm with those attending. **Please try to make this meeting!** If you cannot attend in person, a written description will suffice and can be presented by anyone you choose, including the Fly-in committee chairman. That person should also honor our desire to keep it secret until the meeting. After the meeting, confirm the desired date with all providers at your venue, including setting the room block. The event is now a “go” and will appear on CPA’s calendar. At all times, keep in touch with the Fly-in committee chairman and seek help if you have questions about how to proceed.

Before January 20 – Write a short description of your event and its date for inclusion in a *Fly-in Preview* to be published in the February issue of Flight Lines (FL) and on the website. Send this to the Fly-in committee chairman. The *Fly-in Preview* notifies members of events planned for the year but without details which may still be unknown. After it is published, you will begin hearing from members who are interested in attending. *Keep their names and email addresses, in the order received, in a planning and priority list, explained on the next page.*

Three months before your event – the chairman will prepare a short reminder article for FL highlighting your trip. It serves as a notice to all members that the event is upcoming and that registration will take place in the following month’s FL issue.

Two months before your event – Submit a *Flyer* to the chairman, including any .jpg photos and captions. The *Flyer* contains details including your name and contact information, arrival time and airport, registration cost and what it includes, the last day to register, last day to book a hotel room, hotel price and contact information -- basically everything an attendee needs to know. Regarding timing, the *Flyer* for an August event, for example, should appear in the June FL issue. Keep in mind the deadline for FL is the 20th of each month. In this example the deadline for the June issue would be May 20. The chairman will remind you of that date well in advance and will also prepare the registration form for your event. He will have both printed in FL.

Be creative and inviting! Use various fonts, colors and photo arrangements. Flyers should be written as an upbeat, enthusiastic sales pitch ([select Sample Flyer button for an example](#)).

Throughout the entire process, feel free to contact the Fly-in committee chairman for help, advice, or suggestions. We’ve been through this a time or two!

Before your Flyer is published in FL, notify those on your planning and priority list of hotel contact information and price so they can register early. This allows them to reserve rooms in advance of others who were not on the list in the event there are more attendees than can be accommodated. Your list will consist of the names and email addresses of people who contacted you in advance, in the order received. Those should have priority over late comers if attendance exceeds capacity, a relatively rare situation.

After your Flyer is published in FL, collect registration forms and checks, which will be mailed to you by attendees. You will send those checks to the CPA treasurer following the event.

Checks must be made out to CPA. If one is inadvertently made out to you as the host, be sure to endorse it to CPA before mailing it to the treasurer. The amount paid for registration covers estimated common group expenses like rental cars and fuel, tours in which everyone participates or any other group events. Think through your Fly-in to determine which costs are to be shared by all attendees. Include an additional “just in case” buffer of \$10 per person that will defray any unanticipated costs. Registration forms you receive may contain information from pilots who have seats available and possibly from others who need a ride. If that happens, notify each party and let them work it out. The form will also have a box to check for people on their first CPA trip. These folks should receive special attention at your event, so they don’t feel ignored!

Complete the roster portion of the *Roster-Account* form ([select Roster-Account button](#)) and email it to each attendee before the event so they know who is coming. Its income/expense format is required by the CPA treasurer. The information needed for the roster will be on the registration forms you receive. Maintain contact with all attendees, generally easiest with a group email address. Assign the air-to-air frequency of 122.75 since everyone will be converging on the same airport about the same time. Hosts also normally make up name tags for all participants, with some indication on them of first-time attendees or drivers. Avery.com allows you to make and print name tags at no cost.

Immediately following your event - Afterwards, complete the income/expense portion of the *Roster-Account* form to show costs different members have incurred (like paying for rental cars and fuel via the driver’s credit card) and send that along with registration checks and receipts to the CPA treasurer. The treasurer will then mail reimbursements to the individuals you identified. The host generally pays for group costs as they occur and is later reimbursed by the CPA. This reduces the treasurer’s workload by lowering the number of reimbursement checks needed. Each rental car will normally be in the name of the driver, who pays that bill and is reimbursed later. But the rental company may allow the host to put all costs on one card, which again reduces the number of reimbursement checks. Ask them about this.

After your event – you are encouraged to write a *Wrap-up* article for FL to show the rest of the membership all the fun stuff you did that they missed! ([select Sample Wrap-Up button for an example](#)). Send it to the Fly-in committee chairman for proof reading (flyins@coloradopilots.org). If you choose not to write an article, consider making up a photo summary with or without captions to show highlights. If you ask, you might find an attending fellow member who is willing to do this for you. And finally -- congratulate yourself for helping build CPA’s continuing success!

Continue to the next document – Suggestions for Organizing Your Event