



# *Let's Fly Now! Event*



## ***What is Let's Fly Now?***

*Let's Fly Now!* is an introductory flight program offered by the 99s, Friends of the 99s and other FAA certified volunteers who will provide their plane, fuel, and time to take **females of flying age** on their first flight and show them the joys of flying. (*Young ladies, young gentlemen, and men will also be welcome.*) For now, *Let's Fly Now!* will be sanctioned as events rather than individual flights.

## **Before the Event**

1. Set a date
2. Determine a location (and gather support from a local FBO, Flight School, or other aviation organizations)
3. Decide on the event (i.e. flying only; Mother/Daughter event; Father/Daughter event; Girl Scouts, WOAW, etc.)
4. Contact local media, post notices in local flight schools, FBOs, schools, restaurants, grocery stores, etc.
5. Contact HQ for insurance forms and brochures:  
Laura Ohrenberg [HQmanager@ninety-nines.org](mailto:HQmanager@ninety-nines.org) (405) 685-7969
6. Hold a Chapter or Section meeting to approve the event and insurance application. Return form to HQ. *There should be no cost for the additional insurance for the event.*
7. Get Forms (from HQ or downloaded from The Ninety-Nines website ([www.ninety-nines.org](http://www.ninety-nines.org)))
  - a. Liability Waiver forms for passengers
  - b. Pilot volunteer forms – send to appropriate person
8. Decide on maximum number of participants if you have an online registration. *We are working on establishing an online registration to schedule times for passengers to arrive. Online registration will make the event operate more efficient.*
9. Find volunteers (pilots, ground crew, and safety presenters).
10. Plan the flight route.
11. Order food and provide plenty of water for the pilots and crew.

## Day of the Event

1. Clearly mark the volunteers and pilots with vests or similar colored shirts or nametags, etc.
2. Brief the pilots about the taxi route and flight route.
3. Assign a volunteer to each pilot (The job is to escort the passengers to the airplane safely; make sure the pilot gets water, restroom, and food breaks; also, make sure each passenger gets her (or his) logbook and certificate.)
4. Set up a Registration Table. Have pre-registered lists available.
  - a. Items to have on hand – not mandatory:
    - i. clip boards with each pilot's name
    - ii. liability forms – signed
    - iii. blank certificates
    - iv. a list of names of passengers with each pilot
    - v. nametags for passengers
    - vi. a way to indicate whether passenger had a safety briefing
    - vii. 2 baskets (one holds paperwork for single passengers and the other holds paperwork for 2 or 3 passengers who want to fly together
    - viii. colored vests
    - ix. colored cones
    - x. logbooks
    - xi. someone to print certificates with names printed on certificates
5. Volunteer(s) to provide safety briefings
  - a. airplane etiquette
  - b. safety around airplanes
  - c. parts of an airplane (static display)
  - d. information about the 99s
  - e. information about steps to become a pilot
6. Volunteer picks up food for pilots and other volunteers. Designate a private area for rest and eating.
7. Fly and have fun!! Leave the area clean.
8. Have a CFI and computer available. Committed passengers may register immediately.
9. Have The Ninety-Nines, Inc.® and Friends of The 99s registration forms available.