

# Your Charity Skydive Day with

# **SKYLINE**

• E V E N T S •

Thank you for choosing Skyline to help you organise your Charity Skydive Day. Here are some things you need to help you in the lead up to the big day.



## Pre-Event

### **The supporter's journey:**

Whichever way you decide to send out your bespoke booking link, your supporters will be redirected to your page on our website to book on. They will be asked to follow along the booking process by completing simple information such as name, email etc. Whether you are offering multiple locations for your day or just one, the link will generate your fundraising target once the venue has been selected. Unless you have arranged a bespoke target with us, for everywhere in the UK the target will be £395 per person unless they are jumping from Ireland, Scotland, and Kent - here the target will be £450 per person. Once booked, the participants will be given instructions to sign up to our Conformation Portal and submit their height, weight and D.o.B. Once they have submitted that extra info it can take up to 5 working days for them to receive their final confirmation email with their secured date.

### **What you will receive from us:**

You will receive email notifications within 24 working hours of a participant signing up. The notification will invite you to log on to Skyline Reporting to view that information. If you haven't signed up to Skyline Reporting already then you can do so by clicking the '[register](#)' button on the link.

### **Promotional materials:**

We have a vast variety of photos and videos for you to use for your promotional materials. You can access those here:  [Skydiving Pictures](#)

### **Release dates:**

Any unfilled places will be released on a specified date (usually 2-3 months before the jump) back to the public. Any bookings that come in after the release date will be booked in subject to availability. This includes those who do not fill out their extra required info before the release date as we are unable to confirm dates for anyone who has not submitted their extra information.

#### **Other Important information:**

The cost of skydiving varies throughout the country, this cost is also subject to change throughout the year. The sponsorship money you will receive from each of your jumpers can therefore change from at the time of booking.

Weight restrictions: generally speaking, participants should be under 15 stone for a tandem skydive with weight in proportion to their height. This varies across the UK and some centres have weight restrictions as low as 13 stone. If your participants have any concerns about this, they should contact the parachuting team before reserving their place. Weight limits are also displayed on the booking form when they select their chosen airfield. If once booked we find they are outside of these restrictions, their deposit is non-refundable (as per their terms and conditions) but we will take all reasonable steps to arrange their jump at their next nearest available parachute centre. The deposit is also valid for 12 months or can be transferred to another participant.



## **The Week Before**

#### **Sponsorship:**

Leading up to the jump we will be contacting your supporters if they have not reached their target already, or if we don't have any proof of fundraising. Those who have not reached their target at that point will be reminded of the deadline and the target, but also reminded if they do not reach target, that they will need to pay for the skydive on the day. If you would like to accept an invoice for a participant regardless of their fundraising, then please do contact us at [charityteam@skylineevents.co.uk](mailto:charityteam@skylineevents.co.uk) or contact your Skyline account manager to arrange. It's possible that some funds may have gone to you via cash or cheque in advance, in this case it would be helpful to notify us, so we don't chase the participant.

#### **Invoices:**

If a participant(s) reaches their target, you can expect an invoice from us 1-3 working days in advance of the jump. If you would like to receive this invoice sooner, please do let us know. Our payment terms are 7 days from receiving the invoice, any issues please let us know at [accounts@skylineevents.co.uk](mailto:accounts@skylineevents.co.uk). If your supporters attend the airfield but the jump does not go ahead, then the invoice will still need to be paid. This is because they would have gone through training and the airfield will then invoice Skyline for the full cost of their jump.

#### **Other important information:**

You have reserved a specific number of places, however the airfield will still have 'Club jumpers' there as well as people jumping on behalf of other charities. Of course, the more jumpers you have the more you will dominate the airfield on that day. You may like to distinguish your jumpers by sending them your charity t-shirt to wear on the day. This is great for a group photo and so that your supporters can recognise each other while waiting for their turn to jump.



# The Event Day

## Your attendance:

It is up to you if you would like to be present and represent your charity on the day. Logistically your supporters will be taken care of, but of course would appreciate you being there to encourage them! Our suggestion would be to arrive the same time as your supporters as they could be in the plane as little as 30 minutes. You can bring merchandise but please no sale of food and drink as there is usually a café on site.

## What they day looks like:

Please look here to find out what a common day looks like at the airfield:

<https://skylineskydiving.co.uk/day-in-the-life-of-a-skydiver/>

## Weather:

Skydiving is a weather dependant activity. This means that you may find your supporters having to wait all day for the right weather conditions and then not being able to jump. You need to be prepared for this. The airfield will try their very best to ensure that all your jumpers are able to complete their skydive on the day, but this might mean having to wait all day!

As the airfield will only contact supporters, best thing to do if you are concerned is call up the day and or morning of. Please do not call Skyline, instead please call the airfield.

## Important information:

We have a rep from Skyline that is available on your jump day to contact via phone. They will be able to help you with any queries or concerns that may crop up throughout the day. Please use this facility if you are there on the day and have a problem you find yourself needing to sort. Tel: 07889193477

The planes that your supporters jump out of carry between 3 and 4 people (plus instructors) at a time. So, if you have a group of 25 jumping for example, they won't all be able to jump in the same plane or at the same time.

Your supporters will complete their skydive in a first come first served order. This may mean that your supporters may not jump consecutively. However, weather permitting they will of course all be able to jump on the day!