CIRCLE CITY GHOSTBUSTERS BYLAWS

Mission Statement:

There are some things in this world that go way beyond human understanding, things that cannot be explained, things that some people don't even want to know about. That is where we come in. We are the Circle City Ghostbusters, Indianapolis, Indiana's last line of defense against the supernatural. When we're not out busting ghosts, we utilize our time, our screen-accurate Ghostbusters equipment, and charitable expertise to improve our community. We are available for fundraisers, appearances, toy/food drives, etc. - so long as we're helping those in need. We're here to save Indianapolis: One cause at a time.

Updated: 12/18/2025

Introduction:

The Circle City Ghostbusters are an inclusive Ghostbusters fan group focused on Indianapolis, Indiana, and the surrounding area. Our group celebrates all things Ghostbusters, from the films to the cartoons, video games, comics, and everything else! We also utilize our fandom and costumes to aid our community while having fun. Throughout the year, we can be found at large events like local conventions, festivals, and fundraisers to smaller ones like reading to children at local libraries, movie screening appearances, and more. We also work together to build and maintain our prop replicas and uniforms. Teamwork, comradery, and altruism are core focuses of our group and we are always looking to expand!

Section 1: Membership

Full Membership Requirements:

- All potential members must be eighteen (18) years of age or older.
- All potential members must attend three (3) Circle City Ghostbusters public events during the span of one calendar year and make themselves and their intention to join known to members of the group before joining.
- All potential members must have a Ghostbusters uniform with minimum requirements consisting of the following: A Ghostbusters-style flight suit with custom name patch sewn on the left chest and Ghostbusters logo patch sewn on the right arm.
- All potential members must live in the state of Indiana.
- All potential members must submit to a background check.

Once all the above requirements are met, the potential member is voted on by our board. If accepted, they will receive a Circle City Ghostbusters patch and be invited to our Discord server chats where all event planning takes place. If denied, the potential member will be notified that they will not be added to the Circle City Ghostbusters roster.

Expectations to Maintain Full Membership:

- Members must participate in at least two (2) events per calendar year.
- Members must participate in an event that requires “working” a booth/table and work to collect donations for at least four (4) hours per calendar year for eligibility to attend special events (i.e., movie premieres, special ticketed events, etc.).

- Exceptions will be granted by the board for individuals who go above and beyond for the group behinds the scenes such as graphic design, filming/editing, building/fixing/creating props, etc.
- Exceptions may be granted for members who have extenuating circumstances at the board discretion.

Honorary Membership:

- The board will discuss and vote on the status of all potential honorary members. This includes, but is not limited to, celebrities involved with the Ghostbusters intellectual property and members of out-of-state franchises in good standing who regularly attend our events.
- Honorary members are not entitled to a patch or any other benefits of membership, although they may be invited to participate during certain events and benefits may be given to them in specified instances.
- Honorary members are held to the same standards as regular members.

Junior Circle City Ghostbusters:

- The Junior Circle City Ghostbusters are not an official sub-group of the Circle City Ghostbusters. This is simply what we call the children who are under eighteen (18) years of age who attend one of our events with one of their parents or legal guardians, who must be a full member.
- Junior Circle City Ghostbusters are not entitled to a patch or any other benefits of membership, although they may be invited to participate during certain events and benefits may be given to them in specified instances. However, if a Junior Circle City Ghostbuster turns eighteen (18) years old and has attended three events within the calendar year when they were seventeen (17), those events may count towards the requirement for voting for full membership.
- Junior Circle City Ghostbusters are held to the same standards as regular members.

Loss of Membership:

Once one has attained full membership, what they do has consequences for not only themself as an individual, but for Circle City Ghostbusters as a group. A full member of the Circle City Ghostbusters can lose their membership due to the following:

- Breaking the law while you are in uniform will result in dismissal from the Circle City Ghostbusters, pending board review. You can be dismissed regardless of being arrested or convicted.
- Breaking the law while you are out of uniform will result in dismissal from the Circle City Ghostbusters, pending board review. You can be dismissed regardless of being arrested or convicted.
- Non-Participation: If a member does not attend a public event for one calendar year, the President, Vice President, and/or Committee Chair will schedule a discussion with the member in question about their status with the group. If it is determined that the member no longer wishes to participate in Circle City Ghostbusters, they will be removed from the Discord chat and will be considered retired. However, if they do still want to be in the group, they will be given six (6) months to attend another public event. In the event they do, their membership remains intact. In the event they do not, they will be removed from the group and chat. Exceptions to this rule apply for personal or immediate family medical issues, military service, and any instances approved by the board.

The following behaviors will not be tolerated and are grounds for dismissal from the Circle City Ghostbusters, pending board review:

- Racism/bigotry
- Bullying
- Harassment
- Antagonizing behavior
- Sexual harassment
- Gross disrespect
- Vandalism
- Theft
- Reckless behavior
- Assault
- Battery
- Threatening
- Aggressive behavior
- Substance abuse

These behaviors are not limited to in-person interaction but extend to a member’s behavior online. Depending on the severity of the violation or violation frequency, the violating member may receive a warning with an improvement plan or be subject to immediate dismissal. The board will decide.

Regaining Lost Membership:

If a former member left the group due to inactivity, voluntarily left, moved away and returned, retired, or otherwise parted ways in good standing, they will be eligible to regain their membership status by repeating the steps to join as if they are new. All the same requirements must be met, and the board will vote to reinstate membership status.

Members who were dismissed for violating rules are never eligible to regain their lost membership.

Conduct:

Members and their guests are all expected to behave with a certain decorum in and out of uniform. The following behaviors are not grounds for immediate dismissal from the group, but repeated behaviors may result in disciplinary action up to and including dismissal:

- Always treat other members and their guests with respect. If you are having issues with another member or their guests that cannot be resolved privately, please come to members of the board with your issue and the board will discuss the best way to deal with the issue and execute their decision and help to resolve the issue.
- Always treat people we interact with at our events with respect. However, you will not be expected to suffer abuse. The board will always have your back in this regard.
- This group is open to members of all religions, faiths, beliefs, and lack thereof. See the loss of membership section about the consequences of antagonizing behavior regarding people being disrespectful in this regard.
- Never endorse a political candidate while in uniform. You may take photos with politicians who happen to come by Circle City Ghostbusters events and, of course, be friendly to them, but never attend a rally, attend a political gathering, or offer an endorsement while in Circle City Ghostbusters uniform or on behalf of the group. We are a non-political group and never want to give the impression that the group endorses one political candidate or another.
- If another member’s online political beliefs do not align with yours and you do not want to see them, mute or unfriend that individual, but please do not block other

members of the group and especially do not block members of the board. You could miss out on important group communications by blocking members.
- Avoid discussing political and religious views. Keep them at home. Our events and online discussion spaces are not a forum for these kinds of debates.
- Under no circumstances are members, potential members, members' guests, or anyone else associated with Circle City Ghostbusters to deny each other privacy when changing in and out of gear at events. Violating a member's privacy in this regard is grounds for immediate dismissal. If the guest of a member violates another member's privacy in this regard, said guest will no longer be welcome at Circle City Ghostbusters activities and the member who invited them will face disciplinary action from the board.
- Please maintain good hygiene when attending events. We want to give the best possible impression to the public as a team!
- Sometimes, the board will suggest that members coordinate with a specific uniform, if possible. Please always try to fulfill these requests.
- Members must get approval from someone on the board to have guests behind the table during events where the cash box is utilized, or when swag is given away.

We do not recommend members have more than 3 alcoholic drinks while in uniform. We pride ourselves on having avoided controversy and drama as a group. We are above and beyond our differences and our conversation spaces and events are no place for arguing. Please do your part to keep that spirit alive (no pun intended).

Open Door Policy:

Circle City Ghostbusters board has an open-door policy. Feel free to contact any board member should you have an issue arise.

Section 2: Uniform Guidelines

The Minimum: Flight suit, a Ghostbusters logo patch sewn on the right arm, custom name patch on the left chest, and Circle City Ghostbusters logo patch sewn on the left arm.

Uniforms:

- The Ghostbusters 1 uniform is the most recognizable, easiest to obtain, and doubles as a Ghostbusters Afterlife/Frozen Empire uniform. We also strongly recommend everyone has one of these as the board will sometimes request the group all matches at an event as a show of team solidarity. This uniform is a

khaki flight suit with the other minimums listed in the section “The Minimum” above. Ghostbusters 1 uniforms also utilize the leg hose attachment with a yellow tube, a light gray/khaki pistol belt, black leather belt fobs, and black combat boots. These things are not required, but the closer every member gets to film accuracy, the better.

- The Ghostbusters 2 uniforms have some differences from Ghostbusters 1 and can be obtained in multiple ways. There is a khaki Ghostbusters 2 uniform that uses the Ghostbusters 2 logo patch on the right arm, leg hose attachment with clear tube, light gray/khaki pistol belt, black leather belt fobs, and black combat boots. The dark gray Ghostbusters 2 uniform uses the Ghostbusters 2 logo patch on the right arm, no leg hose attachment, black pistol belt, black leather belt fobs, and black combat boots. The Ghostbusters 2 uniforms’ name patches are also a different font than Ghostbusters 1.
- The Ghostbusters Engineering Division uniform is a black uniform with a special gear logo patch on the right arm. This uniform has a leg hose attachment with a cap on it, black pistol belt, and black boots.
- The Ghostbusters: Answer the Call uniform is khaki with orange caution tape stripes. There is no belt on this uniform and a few different boot styles that work with this. The logo patch on the right arm is the Ghostbusters 1 logo. The custom name patch uses an orange/white font that is unlike the Ghostbusters 1 and 2 uniforms.
- Uniforms from The Real Ghostbusters, the Kenner/Hasbro toy line, Extreme Ghostbusters, Ghostbusters: The Video Game, Ghostbusters: Spirits Unleashed, Ghostbusters mobile games, any Ghostbusters comic book, and any other official Ghostbusters media are permitted. For details on specific uniforms, your teammates will be able to assist when available, however, you are always responsible for creating your own uniform or obtaining assistance in doing so.
- Custom uniforms are permitted if they fit the Ghostbusters aesthetic/brand. Custom uniforms must be approved by the board to be worn by full members representing Circle City Ghostbusters at events.
- All Halloween store uniforms are prohibited. Those are costumes. We wear uniforms. They are inaccurate and do not mesh with the group aesthetic. The exceptions to this rule are the Real Ghostbusters Halloween store uniforms.

Equipment:

- No equipment is necessary for membership. You are always responsible for your own equipment and its maintenance. You may also obtain assistance in building/maintaining your equipment. Circle City Ghostbusters is never liable for replacing lost, broken, or stolen equipment.

- If your equipment is hanging on with duct tape, hot glue, and the will of the Force, don't bring it. We are always aiming for a good presentation.
- Ghostbusters 1, 2, Afterlife, and Frozen Empire Proton Packs: Proton packs based on Ghostbusters 1, 2, Afterlife, and Frozen Empire can be completed in many ways. However, we discourage full members from wearing unmodified Halloween store proton packs and do not allow inflatable packs at events where they are representing Circle City Ghostbusters. The Haslab Spengler Pack is allowed, but it is recommended that you mount it on an ALICE frame.
- Ghostbusters Answer the Call Proton Packs: Proton packs based on Ghostbusters Answer the Call have similar rules as the 1, 2, Afterlife, and Frozen Empire packs. Full members are not allowed to wear inflatable ATC packs and unmodified toy ATC packs at events where they are representing Circle City Ghostbusters.
- Real/Extreme Ghostbusters Proton Packs: Proton packs based on the Ghostbusters cartoons are allowed, however full members are not to wear unmodified toy proton packs at events where they are representing Circle City Ghostbusters.
- Misc. Proton Packs: Proton packs based on Ghostbusters: The Video Game, Ghostbusters: Spirits Unleashed, Ghostbusters comics, and all other Ghostbusters media are allowed.
- Custom Proton Packs: Custom proton packs are permitted if they fit the Ghostbusters aesthetic/brand. Custom proton packs must be approved by the board to be worn by full members representing Circle City Ghostbusters at events.
- PKE Meters: PKE Meters based on all Ghostbusters media are allowed. Unmodded Matty Collector and Halloween store PKE Meters are allowed. However, Halloween store PKE Meters can be easily modded to remove the belt clip, re-sequence the lights, repainted, etc. and it is recommended you do so. Unmodded toy PKE Meters from The Real Ghostbusters and Ghostbusters Afterlife are not permitted to be used by full members representing Circle City Ghostbusters at events.
- Ghost Traps: Ghost traps based on all Ghostbusters media are allowed. Unmodded Matty Collector and Halloween store ghost traps are allowed. However, it is recommended that Halloween store ghost traps are repainted, have faux pedals added, etc. Unmodded Kenner toy traps are not permitted to be used by full members representing Circle City Ghostbusters at events.
- Ecto-Goggles: Ecto-Goggles based on all Ghostbusters media are allowed. Unmodded Halloween store Ecto-Goggles are allowed. However, it is recommended that Halloween store Ecto-Goggles have accurate labels added, straps/padding replaced, etc. Unmodded Kenner toy goggles are not permitted to be used by full members representing Circle City Ghostbusters at events.

- Bacharach Sniffers, Giga Meters, Gamma Rate Meters, etc.: If a piece of equipment was used by the Ghostbusters in any media, members are permitted to use it at events where they are representing Circle City Ghostbusters as well. We recognize that a lot of this stuff was real life equipment for detecting gas, gamma radiation, etc. and know how old some of it is. We understand if equipment found and used is off model by a few years. If the general aesthetic and overall look matches the original equipment, it is allowed.
- Custom gear: Custom gear is permitted if it fits the Ghostbusters aesthetic/brand. Custom gear must be approved by the board to be utilized by full members representing Circle City Ghostbusters at events.

Notes:

- While we will overlook minor inaccuracies, we cannot overlook uniforms and gear that are in disarray. Tears, stains, and severely worn uniforms and broken equipment may lead to a conduct review with the board. Full members cannot wear unmodified toys; however, Junior Circle City Ghostbusters are always welcome to wear their Ghostbusters toys (or their parents' Ghostbusters toys).
- We want people to speak of us in the same high regards as they do the 501st Star Wars group. We want people to believe we stepped off the set.

Ghost/Monster Costumes:

Costumes where ghosts or monsters are depicted from Ghostbusters media are allowed. Ensure your costume is of high quality and appropriate for all ages events. Ghosts and monsters from media considered adjacent to Ghostbusters (example: Stranger Things) are also allowed.

Section 3: The Board

The following officer positions are to be put in place to comply with our 501(c)(3) status. Each position will be voted on by current members and will have a term of two (2) years. If a person has held one position, he or she can run for that position again, or another position. To run for an officer position, you must be in the group for over one (1) year and have a good record of attendance for the required events to maintain membership. The board determines direction for the group and votes for all decisions. Majority vote is required for all decisions. board meetings are to be held once a month. For an official board meeting, a quorum of five (5) is required.

Elections are held annually in November and December with November being the time where people can announce their candidacy and campaign for a position and the first two weeks of December being when voting takes place. Voting during even numbered years will be for: Vice President, Secretary, and Public Relations. Voting during odd numbered years will be for: Committee Chair, Treasurer, and Quartermaster.

In the event of a tie, a runoff election will be held in the third week of December. If there continues to be a tie, the current President will break the tie.

Transfer of leadership positions will officially occur on January 1st of the following year, after the December elections. New board members will be welcomed to the board chat after the election results are announced so some overlap of board members can occur. During this time, responsibilities will be transferred.

Should any losing candidate act in an unprofessional manner, disciplinary action may be held against them.

Positions:

1. President
2. Vice President
3. Committee Chair
4. Secretary
5. Public Relations
6. Treasurer
7. Quartermaster
8. Events Coordinator
9. Marketing

President

a. Preside over all board meetings, held once a month. During each meeting, he/she will address current events, plans, or investments the group is involved in,
b. Either attend all events or ensure the Vice President does. If neither can attend, it is the President's responsibility to designate an event lead who will assume responsibility for the event.
c. Exercises overall financial responsibility for the group: co-signs bank accounts with our Vice president and Treasurer,
d. Oversees the schedule of events and appoint others as needed,
e. Approves all group communications,
f. Acts as the primary point of contact for Ghost Corps/Sony for the group,

g. When completing their term as President, they will help transition the Vice President to the office and make sure all official records are transferred and update with the Treasurer on the banking info to show they are no longer a co-signer.

Vice President

a. Acts as the President upon request or in their absence,
b. Serves as chair of programs, ways and means, or any other committee as needed,
c. Will help in mentoring new group members and ensures continuity by providing opportunities for new leaders,
d. Work with the president in decision making process on events and delegating leads during events,
e. Exercises financial responsibility for the group with the President and Treasurer: co-signs bank accounts with our President and Treasurer,
f. When completing the term, they will help in the transition of the new Vice President to office, update the status with the bank so they are no longer a co-signer on all accounts.

Committee Chair

a. Acts as the President or Vice President upon request or in the absence of both president and vice president,
b. Will help in mentoring new group members, including maintaining contact with potential members informing them of events they can attend and their membership status, training new members how to use the group Discord server and its calendars, and keeping the Quartermaster informed of equipment needs of the rookies,
c. Will keep the board informed of new member activity (who is joining, how many events each rookie has been to, etc.),
d. Represents the committee as a direct liaison between the board and our members,
e. Setting meeting agendas in conjunction with the Secretary,
f. Setting group events in conjunction with Public Relations,
g. When completing the term, they will help in the transition of the new Committee Chair to office.

Secretary

a. Keeps a permanent record of minutes of board and any executive committee meetings,
b. Keeps a complete, up-to-date membership list that tracks attendance and reported attendance hours,
c. Notifies members of the year’s events and meetings,

d. Keeps up-to-date records of other groups and contacts (i.e. Ghost Corps connections, Sony, other Franchises),
e. When completing the term, they will help in the transition of the new Secretary to office.

Public Relations

a. Will be the main contact members will direct the public to during events. During this time, he/she is to collect or distribute information to the public,
b. Responsible for outreach for new events, connections, etc. Will always keep the board informed of who is being reached out to,
c. Responsible for returning emails, voicemails, text messages and social media direct messages from the public, our fans and inquiries requesting our appearance,
d. Keep contact information with the secretary up-to-date or inform of additional contact information,
e. Reaches out to local news stations to promote events, the group in general,
f. When completing the term, they will help in the transition of the new Public Relations person to office and make sure all records are transferred.

Treasurer

a. Receives all group money, including donations, gifts, and receipts from fundraising projects, and maintains appropriate bank accounts in the name of the group,
b. Pays all bills after approval by the President and/or the board,
c. Keeps an accurate record of all financial transactions,
d. Files an annual financial report to the group and for all IRS forms on our behalf,
e. When completing the term, they will help in the transition of the new Treasurer to office and makes sure all official records are transferred. Update the status with the bank so they are no longer a co-signer on all accounts.

Quartermaster

a. Maintain and keep track of all group equipment handed out during events,
b. Do regular upkeep on group equipment including repairs, cleaning, and updating of equipment on one's own time or during build nights,
c. When the group is investing in new or upgraded group equipment, the quartermaster will propose an invoice of cost for the board to approve,

d. Maintain and update approved vendors on group equipment and update any banned vendors,
e. Maintain a full inventory list of parts the group owns and keep records of whom, internal or external, they were sold to for inventory replenishment,
f. When completing the term, they will help in the transition of the new Quartermaster to office and make sure all records are transferred.

Events Coordinator

a. Acts as the point of contact for group members regarding event questions,
b. Keeps all members informed of event details including but not limited to; where to park, when to arrive, where to go, who we are raising money for, event expectations, etc.,
c. Will have access to our social media accounts and will post with the approval of the board,
d. Maintain an internal calendar with yearly events for members to view on our group's internal Discord server, and schedules events after approved by the board,
e. Coordinate with Marketing on public facing events that can be posted as scheduled events on the Facebook page,
f. If necessary, create an events committee, get board approval for all members, and oversee it,
g. When completing the term, they will help in the transition of the new Events Coordinator to office and make sure all records are transferred.

Marketing

a. Sets standards for and maintains the group's brand identity,
b. Responsible for creation or approval of all creative assets/marketing collateral/campaigns associated with the group.,
c. Manages all the Circle City Ghostbusters social media accounts which includes, but is not limited to:
    i. Timely social media announcements of events and fundraising goals/results,
    ii. General posts on all social media accounts to maintain the group's social media presence,
    iii. Keeping the group up to date on social media trends to stay "relevant,"
    iv. Maintaining a public-facing calendar of group events/appearances that are acceptable to announce publicly on Facebook that supports the website,
    v. Inform public relations when messages come in and on which platform the messages came from,

d. Temporarily delegate social media tasks to members upon board approval,
e. If necessary, create a social media committee, get board approval for all members, and oversee it,
f. If necessary, create a Creative Services Committee, get board approval for all members, and oversee it,
g. When completing the term, help transition the new Marketing person to office and ensure all records are transferred.

No Confidence:

- Should an elected leader not meet the standards of their elected duties, a vote of no confidence may be put into motion.
- A vote of no confidence begins with a member submitting their motion to a member of the board. Once a motion has been flagged, two members of the board, chosen at random, will be chosen as special counsel to bring proposed charges to the accused. The special counsel will convene with the accused leader to attempt to mediate and resolve the situation before a trial is considered.
- The accused has the right to defend themselves against the proposed accusation(s) in a trial in which the active members of the board will vote on the trial based on evidence brought forth.
- The accuser has the right to remain anonymous at all points during the process. Any attempts to circumvent the anonymity of the accuser will be viewed as intimidatory and retaliatory behavior. There is zero tolerance for this, and it will result in dismissal of duties.

Dereliction of Duties:

- Should an elected leader vacate their position, the board reserves the right to appoint said position.
- Vacating of duties is defined as 60 days from last communication by board member.
- Reasonable attempts need to be made to the leader who is presumably vacating their position. Reasonable attempts are defined as three or more attempts in more than one medium without reply.
- Appointee(s) shall assume role until yearly elections.
- Should the President vacate their position, the Vice-President will assume the position of President immediately and a special election will be held to fill the position of Vice President to fulfill those duties until the next Vice-Presidential election.

Section 4: Discord Server/Website/Social Media Guidelines

Discord Server and Chats:

- All members of the board and those specially selected by the board will have administrator rights to the Discord server.
- Discord is where all event pages will be posted. All planning information will be shared to these event pages prior to events taking place.
- Members are expected to mark themselves as going, maybe, or not going to all events. Choosing not to do so will result in the member being considered “not going” to an event. Certain events require a list of names of attendees from our group, so marking yourself as “going” is the best way to ensure you are on those lists. Events will be shared in the Discord chat when they are posted.

Website:

- All members of the board as well as those specially selected by the board will have administrator rights to the website as well as a @ccghostbusters.com e-mail address for official communications. People with official e-mail addresses are to use them for all official group communications to vendors, event organizers, etc. in lieu of personal e-mail addresses.
- The Circle City Ghostbusters website will be a directory with information about the group that includes active members. By joining Circle City Ghostbusters, you agree that photos of you and your name will be used on the website.
- By bringing a guest or Junior Ghostbuster to an event, members agree on their behalf that photos of them and their names may be used on the Circle City Ghostbusters website. It is the duty of the member bringing the guest or Junior Ghostbuster to inform them of this rule.

Social Media:

- Currently, Discord is the hub where group information is disseminated. If you do not want to use Discord, please let someone on the board know and we will attempt to accommodate. However, the easiest way to find group information is currently Discord.
- All board members and those specially selected by the board will have administrator rights to the various Circle City Ghostbusters social media pages.

- By joining Circle City Ghostbusters, you agree that photos of you and your name will be used on social media.
- By bringing a guest or Junior Ghostbuster to an event, members agree on their behalf that photos of them and their names may be used on the various Circle City Ghostbusters social media pages. It is the duty of the member bringing the guest or Junior Ghostbuster to inform them of this rule.
- When posting to social media as Circle City Ghostbusters, always speak in the third person as the group. Example: “We were at The Children’s Museum of Indianapolis last night for Museum by Moonlight!”
- When posting to social media as Circle City Ghostbusters, always speak “in character.”
- Try to always tag event venues, organizers, etc. when making posts about events.
- Always tag other franchises when speaking about them on social media.
- Always tag Ghost Corps/Sony on social media when posting about charity work.
- Try to always add donation buttons to posts about charity work.
- When an important post is made about charity work (example: posting the amount of money raised at a convention), please refrain from posting anything else for at least two (2) hours to aid engagement. Exceptions would be if something very important like a brand-new Ghostbusters movie trailer dropped in that time. Consult the board in this regard.
- All members are encouraged to like, share, and comment on all Circle City Ghostbusters posts to help boost engagement.

Section 5: Event Guidelines

How-To Get Circle City Ghostbusters at an Event

If you have an event that you think Circle City Ghostbusters would be a good fit for, you need only bring it to the board with some information about said event. The board will vote on whether we do all events in an official capacity.

The board needs the following information to consider an event for the group:

- Event name
- Date
- Time
- An explanation of the event and why we should do it
- Contact information for the event’s organizer(s)
- Website link (if the event has one)

Not required, but helpful would also be to have an informal poll of the group's members to see who would be willing to do said event. It is highly recommended that you do not suggest an event that you are unwilling to go to yourself.
Ticketed Events:

- In this section, "tickets" refers to any kind of pass that gets someone into an event. This can mean a convention badge or a pass.
- On occasion, Circle City Ghostbusters will do events that require tickets to get in. In many of those instances, we are given a limited number of tickets for our members to get in for free. These tickets are for members ONLY unless otherwise stated. If free tickets are limited, they will be randomly raffled off to full members who plan to attend the event.
- Members who win free tickets are free to transfer them to any other member of their choice who also plans to attend. However, they cannot transfer them to someone outside of the group, without permission from the board.
- In the event a member no longer wants a ticket they have won and does not know who to give it to or has no desire to pick anyone, the board will randomly select someone who originally wanted a ticket or will select someone for it at, their discretion.
- The President and Vice President are entitled to one (1) free ticket each, if they intend to attend.
- Multi-day events will see people winning tickets/badges for each day. If you win a ticket/badge for one day but not another, you must return your ticket/badge to a member that will be attending both days at the end of your day with the ticket/badge so that they may deliver it to the other person entitled to it during the next day. Alternatively, if you make outside arrangements with the person entitled to it to deliver it to them, that is acceptable as well.
- If you do not win a ticket to an event that requires them, you will need to purchase your own.

Communication During Events:

- Before an event starts, the primary point of contact will be identified via the Discord event page. If there is no primary point of contact listed, the President or Vice President will direct where communications can go to.
- Direct messages, calling, or texting the point of contact for an event are acceptable means of communication. Do not rely on various group messages the group may have going to communicate during events. These messages may go unseen as many people turn off notifications for large group messages.

- If you cannot reach the point of contact for an event, feel free to try to call or message others who you know are also attending, but do not expect them to know as much as the point of contact.

Being “In-Character”:

Many members of the group enjoy being “in-character” or pretending while geared up that Ghostbusters is real as an act. That is fine! However, if someone is asking about booking us for an event or our charity work, please refer them to someone who is willing to break character, preferably a board member, who can help them out.

Post-Event Social Media:

- Circle City Ghostbusters will almost always post about events we have done on social media. Without doing this, people may not recognize that the group is active or that we do a lot of charity work around the city. Social media is a great way to get eyes on what we do so that we can do even more in the future.
- If you take photos or videos during an event and don’t mind sharing them with the group to be shared on social media, please post to the secret group or e-mail them to ghostbusters@ccghostbusters.com.