

# **ESTATE PLANNING COUNCIL OF DELAWARE**

## **NO-SHOW POLICY**

UPDATED 7/31/2025

Members of the Council may cancel a reservation for a dinner meeting (“Cancellation”); provided, that notice of such Cancellation be provided to the Executive Director by email (addressed to [admin@epcdelaware.org](mailto:admin@epcdelaware.org)) not less than 72 hours prior to the meeting. Cancellation policy reflects contractual final head count negotiation of meeting facility.

A member of the Council may substitute another individual for his or her reservation for a dinner meeting (“Substitution”); such person need not be a member of the Council, and; provided, further, that notice of such Substitution must be provided to the Executive Director by email (addressed to [admin@epcdelaware.org](mailto:admin@epcdelaware.org)) not less than 2 hours prior to the meeting.

Failure to provide notice in the manner prescribed above for a Cancellation or Substitution shall be considered a no-show (“No-Show”). Each member of the Council shall be charged \$60 (“No-Show Fee”) for each No-Show in excess of 1 (one) No-Show during the course of a fiscal year of the Council (September through June).

The due date for the No-Show fee shall be 30 days after the dinner meeting with respect to which the No-Show fee was incurred. Failure to pay any No-Show fee by the applicable No-Show Fee due date shall result in denial of attendance to further meetings until such fee has been paid.

Signed:\_\_\_\_\_

Print Name:\_\_\_\_\_

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