

## **MIDDLE GAME – 1 to 3 MONTHS OUT**

### **Committee Chair & Whole Committee Tasks:**

- ☐ Hold meetings with tournament director and committee heads

### **Sales Committee**

- ☐ Finalize budget, finish selling sponsorships
- ☐ Order signs and banners
- ☐ Begin entering the team registration forms collected into your database.
- ☐ Order t-shirts, hats, golf shirts, etc. that have been sponsored.
- ☐ Pay bills, track financials, collect receipts, issue checks, update budget, prepare preliminary financial reports

### **Event Committee**

- ☐ Secure equipment (computers, walkie-talkies, cash registers, tables, chairs, etc.). These come from rental agencies and companies that donate stuff.
- ☐ Distribute volunteer forms and collect information from all volunteers recruited so far and any you pick up in the coming months. Enter volunteer info into your database.
- ☐ Determine what kind of trophies and awards you'll use and order items and select team to set up the trophy table at the tournament.
- ☐ Plan First-aid and watering stations
- ☐ Create a traffic control plan for the tournament site. This may not be difficult in most cases, but should be reviewed anyway, especially if the event is unique in some way or in an unusual place not designed for golf tournaments.
- ☐ Look at the sponsorships sold to determine what goes in the player goody bags - prepare list for packers.
- ☐ Start assigning tentative tournament day duties to volunteers
- ☐ Select photographer if you're offering pictures with the package
- ☐ Finalize which sidebar events will be conducted (usually the ones you've sold sponsorships for already)
- ☐ Print posters and flyers. Get them out to partners who will distribute them for you (banks, utility companies, etc.).
- ☐ Identify course monitors if you need them for hole-in-one contests or in more formal tournaments.
- ☐ Confirm celebrity/athlete appearances
- ☐ Check all peripheral activity planning and make sure each sidebar or activity element has a volunteer in charge of it. Select prizes for these events
- ☐ Select caterer, negotiate contracts, liaison with caterer and for food and beverages
- ☐ Negotiate, sign and carry out the terms of contracts with rental companies, caterers and other vendors
- ☐ Liaison with course pro – Work with golf pro to set up smooth running event.
- ☐ Negotiate contracts with celebrities, speakers, auctioneers, etc. arrange hotels, transportation, meals and bring them or their agents up to date on plans.

## **SHORT GAME - FINAL WEEK**

### **Committee Chair & Whole Committee:**

- ☐ Hold meeting of tournament director and committee heads
- ☐ Handle any problems that arise

### **Sales Committee**

- ☐ Go over teams/adjust as necessary to fill empty slots on teams
- ☐ Make sure goody bag stuff is delivered to Event Committee
- ☐ See that prizes and award stuff is delivered to Event Committee
- ☐ Get cash boxes ready for change from sales of mulligans, Texas tees, cash registrations, credit card receipts, etc.
- ☐ Confirm volunteers for registration table

### **Event Committee**

- ☐ Confirm tee times
- ☐ Confirm food and beverage delivery
- ☐ Confirm that awards are on schedule or have been delivered by Sales
- ☐ Post final volunteer assignment schedule to key staff
- ☐ Assemble player goody bags
- ☐ Test all equipment
- ☐ Check that prizes and awards have arrived
- ☐ Send out last press releases
- ☐ Confirm arrival and appearance of celebrities/elite athletes
- ☐ Print cart signs, team sheets, alphabetic lists of players and teams
- ☐ Go over tournament rules with Golf Pro & tournament director
- ☐ Alert golf and dining room staff to late changes, supply final guarantee numbers to caterers and golf pro