

Outing Coordinator Checklist



THE SETUP

- Get a reason to have a golf outing, or have no reason at all
- Get some general ideas on: What Day, What Time, How Much, Who Will Play, How Will I Let Them Know, and What Will Make Our Day Special?
- Contact a Golf Course to host your event (hint, 920-532-4300)
- Have Golf Professional (hint, Nick) put together a proposal based on your ideas and your budget, sign to lock in date and you now are ready for the backswing.

THE BACKSWING

- Create a piece which tells everyone about your event, include: Date, Time, Course (RSPGL), Cost, Benefit, What Day Includes, What Makes Your Event Great, How to Sign Up, Contact Info, and Deadline.
- Work the phones, beat the bushes, hit the streets. You know your event will be fun, you need to convince your potential participants to get involved.
- Find additional ways to raise money for your cause, or give great prizes to your patrons: Sell Hole Sponsorships, Solicit Prize Donations, Get Raffle Prizes, and Find Auction Items.
- Golf Professional (yeah Nick again) calls and it's 30 days ahead of event, time for a meeting on all the details of the day, your ready for the downswing.

THE DOWNSWING

- A 45 minute meeting at clubhouse is scheduled, here you need to settle on:

Times for Itinerary	Meals	Menu Selections
Beverage Options	Golf Format	Registration Area
Prize Tables	Auction Area	Seating Arrangement
Microphone / Podium	Hole Events	Sponsor Signage
Scoring	Range Balls	Gift Certificates / Prizes
Volunteers/ Extra Carts	On-Course Games	Hole-in-One Cars
Itinerary Details	Invoicing	Specialty Needs
- Golf Course summarizes entire meeting into function sheet and sends you a copy.
- 7 days prior to event, Golf Professional calls, you tell him:
 - How many golfers you have
 - How many for each meal (include volunteers if you have to)
 - Need for any extra carts for your staff
 - Send him a list of all players in their assigned foursome

THE FOLLOW-THROUGH

- Golf Course goes to work, when you and your helpers arrive outing day, everything is set up and perfect, you relax and greet your golfers at Registration.
- Your golfers have a great day; eat great food, and thank you for such a great event.
- You did it!
- Thank goodness you made a great decision when you selected your venue.