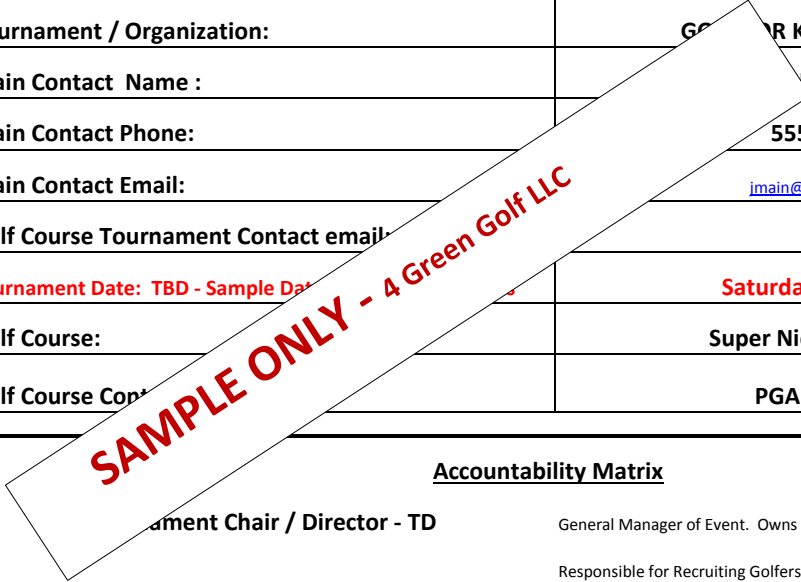




4 GREEN GOLF LLC TOURNAMENT PLANNING WORKSHEET

Tournament / Organization:	GREEN GOLF KIDZ TOURNAMENT
Main Contact Name :	John B Main
Main Contact Phone:	555.456.4567
Main Contact Email:	jmain@somewebsite.com
Golf Course Tournament Contact email:	TBD
Tournament Date: TBD - Sample Date	Saturday, April 2, 2016
Golf Course:	Super Nice Golf Club USA
Golf Course Contact:	PGA Pro on Staff



<u>Accountability Matrix</u>	
Tournament Chair / Director - TD	General Manager of Event. Owns the Tournament
Golfer Chairman	Responsible for Recruiting Golfers - Key position No Golfers No Tournament! REMEMBER THE 9-4-4 RULE! Ask 9 people to get to get 4 friends (ideally golfers) to get 1 Foursome!
Sponsor Chairman	Sponsors are the key to profit! Responsible for insuring mazimum amount of sponsorship dollars. Deep connections in community - NOT AFRAID TO ASK, FOLLOW UP, ASK AGAIN!
Prize Chairman	Will make the event memorable by insuring the tournament has great prizes. Needs to have the "WILLING TO ASK ANYONE FOR ANYTHING"
Volunteer Chair	Recruiting Volunteers to help the other committee Chairs. - Also needs to be a good communicator and "manager". We need to keep volunteers motivated.
Celebrity Chair	Responsible for Recruiting Celebrities to play in the event. Responsible to establish a volunteer group to support celebrity needs.
MARKETING / COMMUNICATIONS CHAIR	Marketing - Web - Email - Graphics
4 GREEN GOLF EVENT CONTACT - 4GG	Consultative Services working with Volunteer's and Chairs. Handle all tasks as outlined in the Planning Worksheet.
Event Committee - Group of volunteers, support and above - "THE TEAM" - Tournament Chair has final say!	Each Chair should solicit a group of volunteers to help. This group will be "the team"

6-7 months prior to event			
Task	Who	Due Date	Status
Set Tournament Objectives: Charitable (charity goal \$\$) /	Tournament Director / 4GG	10/5/2015	
Set Tournament Format - Pro-Am, Celebrity Am, straight scramble etc.	Tournament Director / 4GG	10/5/2015	
Discuss Theme Plan if any	Tournament Director / 4GG	10/5/2015	
Set Event Date - Discuss Timelines	Tournament Director / 4GG	10/5/2015	
Discuss player number objective (4 x 18 = 72 / 8 x 18 = 144)	Tournament Director / 4GG	10/5/2015	
Discuss Course Preference and/or Green Fee price goal Green Friendly Course?	Tournament Director / 4GG	10/5/2015	
Discuss Fund Raising Event Committee (info etc)	Tournament Director / 4GG	10/5/2015	
Finalize Committee Chairs	Tournament Director	10/15/2015	
Book Golf Course	4GG - Tournament Dir	10/15/2015	
Determine 501(c)3 Char	Tournament Director	10/15/2015	

SAMPLE ONLY - 4 Green Golf LLC

5 - 6 months prior to event			
Task	Who	Due Date	Status
Meet Monthly with Committee Chairs and Volunteers	All Chairs	10/20/2015	Set up meeting dates and times
Preliminary Budget	TD / (4GG)	10/20/2015	
Develop Project Plan	4GG Tournament Dir	10/20/2015	
Advertising / Marketing Plan	TD / Mkting/ PD (4GG)	10/20/2015	
Design Logo	TD / Mkting	10/20/2015	
Develop Brochure - Set printing plan	TD / Mkting / 4GG	10/20/2015	
Golf Tournament Website (DoJiggy)	MARKETING	10/20/2015	
Prepare Invitees and Potential Sponsor List (** NEED EMAILS!)	All Chairs	10/20/2015	
Compile email data base for players and sponsors	4GG	10/20/2015	
FIRST MAILING to potential sponsors and Players -		10/20/2015	
Draft Invitation to Invitees		10/20/2015	
Solicit and Evaluate Course Proposals		10/20/2015	
Determine Golf Course and Book Golf Course		10/20/2015	
Establish Player Method of Payment		10/20/2015	
Set up Accounting Process (DoJiggy)	TD	10/20/2015	
Identify Celebrities if applicable	Celebrity Chair	10/20/2015	
Volunteer Job List Plan	TD/ 4GG	10/20/2015	
Finalize Volunteer List	All Chairs	10/20/2015	
Begin Soliciting Sponsors	Prize Chair	1/18/2016	

SAMPLE ONLY - 4 Green Golf LLC

4 months prior to event			
Task	Who	Due Date	Status
Meet Monthly with Committee Chairs and Volunteers	All Chairs	11/24/2015	Set up meeting dates and times
Finalize Budget Plan	Tournament Dir / PD (4GG)	11/24/2015	
SECOND MAILING - Invitation Mailing to Potential Sponsors and players - w/ Registration Web Site	Marketing	11/24/2015	
Sponsorship Update	Sponsor Chair	11/24/2015	
Golfer Update	Golfer Chair	11/24/2015	
Sign Course Contract	TD	11/24/2015	
Finalize Tournament Format	Event Committee	11/24/2015	
Solicit Hole in One Car	Sponsor Chair	11/24/2015	
Hole in One Insurance	4GG	11/24/2015	

90 Days prior to event			
Task	Who	Due Date	Status
Meet Monthly with Committee Chairs and Volunteers	TD / 4GG	1/18/2016	Set up meeting dates and times
Finalize "Heckler" event holes - contract talent if needed	TD / 4GG	1/18/2016	
THIRD MAILING - Invitation Mailing/ follow up - to Potential Sponsors and players - w/ Registration Web Site	Marketing / PD (4GG)	1/18/2016	
Establish Raffle Plan - if required	Event Committee	1/18/2016	
Book Photographer- if required	Tournament Dir / PD (4GG)	1/18/2016	
Signage Plan for Sponsors and Tournament	Marketing / PD (4GG)	1/18/2016	
Press Release	Marketing / TD	1/18/2016	
Follow Up on Prize Solicitations	Prize Chair	1/18/2016	
Select Food/ Beverage	TD / PD (4GG)	1/18/2016	

60 days prior to event			
Task	Who	Due Date	Status
Establish Recycle Plan - Review with Golf Course for food vs recycled materials	4GG	2/2/2016	
Carbon Footprint Evaluation - EcoAid - If needed		2/2/2016	
Review Pace of Registration - Issues/Actions?		2/2/2016	
Review Pace of Sponsors - Issues/Actions?		2/2/2016	
Review Pace of Auction & Raffle Items - Issues/Actions?		2/2/2016	
Shop best pricing for tournament products and		2/2/2016	

30 days prior to event			
Task	Who	Due Date	Status
Meet WEEKLY with Committee Chairs and Volunteers	All Chairs	2/17/2016	Set up meeting dates and times
Order All tournament products	4GG Tournament Dir	2/17/2016	
Select Raffle Items	4GG Tournament Dir / CP	2/17/2016	
Finalize Sponsorships	Chairperson	2/17/2016	
Finalize Rules	Chairperson / PD	2/17/2016	
Prepare Registration Form 1 - (From Web Site)	4GG Tournament Dir	2/17/2016	
Plan Aid Stations (Golf Course Plan)	4GG Tournament Dir	2/17/2016	
Compile Dietary Restrictions	4GG Tournament Dir	2/17/2016	

21 days prior to event			
Task	Who	Due Date	Status
FINAL MAILING to sponsors and players.	Marketing	3/12/2016	
Confirm Sponsorships Order all products on order.	4GG Tournament Dir	3/12/2016	
Finalize Auction & Raffle Items	Chairperson	3/12/2016	
Send Confirmation Notices (DoJiggy)	Marketing	3/12/2016	
Revise Pairings	Chairperson	3/12/2016	
Finalize Food/Beverage	4GG Tournament Dir	3/12/2016	
Determine who is Emcee of event	TD	3/12/2016	

SAMPLE ONLY - 4 Green Golf LLC

14 days prior to event			
Task	Who	Due Date	Status
Complete Registration		3/19/2016	
Draft Pairings		3/19/2016	
Write Emcee's Script		3/19/2016	
Finalize all Course Arrangements		3/19/2016	
Hole in 1 Guarantee Due		3/19/2016	
Confirm Celebrities if planned	Celebrity Chair	3/19/2016	
Print Instructional Signs - Parking	Marketing / PD	3/19/2016	
Print All other collateral materials	Marketing / PD	3/19/2016	

SAMPLE ONLY - 4 Green Golf LLC

7 days prior to event			
Task	Who	Due Date	Status
Meeting to Review Final Plan	Event Committee	3/26/2016	
Meeting with 4GG Tournament Dir / TC	4GG Tournament Dir / TC	3/26/2016	
Prepare Golf Course	Event Committee / PD	3/26/2016	
Finalize pairings (work up with Golf Course)	Chairperson	3/26/2016	
Cash Drawer	Chairperson	3/26/2016	
Credit Cards at Course - If applicable	Chairperson	3/26/2016	
Reserve 2-Way Radios	4GG Tournament Dir	3/26/2016	
All Signs in house	Marketing / PD	3/26/2016	
Confirm Tournament Day Food and Beverage	PD	3/26/2016	
Layout "Awards" room plan	PD	3/26/2016	

Tournament Day			
Task	Who	Due Date	Status
Event Day Set Up - <i>See event day task list!</i>	All Chairs	4/2/2016	
Deliver Materials to Course	PD	4/2/2016	
Registration Set Up	PD	4/2/2016	
Setup Insured Contests	PD / Golf Course	4/2/2016	
Set Up Instructional Signs - Parking, Registration etc.	Marketing / PD	4/2/2016	
Coordinate Food and Beverage	PD	4/2/2016	
Coordinate Removal of Recyclable Material	PD	4/2/2016	

After The Tournament			
Task	Who	Due Date	Status
Final Results & Tournament Critique. What worked/ what should we change for next year.	Event Committee	4/7/2016	
Reconcile Invoices	Chairperson	4/7/2016	
Deliver Awards	4GG Tournament Dir	4/7/2016	
Finalize Budget Summary	Chairperson	4/7/2016	
Send Thank-You notes and emails	Marketing	4/7/2016	
Hold Volunteer Party - OPTIONAL	Chairperson	4/7/2016	
Update Website	Marketing	4/7/2016	
Send out Press Release to trade publications & news outlets	Marketing	4/7/2016	