

# PAINESVILLE COUNTRY CLUB

## OUTING CHECKLIST



- Form a Committee – at least 6 months before, longer is even better.
  - a. Assign jobs for committee members and keep in contact with committee with scheduled meetings.
    - i. Golf, Auction, Donations, Food
    - ii. Share contact information with committee members (email, phone)
  - b. Set Goals for fundraising, exposure, etc.
  - c. Set Budget
    - i. Expenses
      - 1. Food & Beverage
      - 2. Prizes, Door Prizes, Giveaways
      - 3. Signage
      - 4. Golf & Cart Fees
      - 5. Insurance for event holes
      - 6. Printing
      - 7. Postage
    - ii. Income
      - 1. Entry Fees (set price)
      - 2. Tournament Sponsors
      - 3. Mulligans, Ball Drop, Move up a Tee, Raffle \$\$, Chinese/Silent Auction
- Set a date for Event.
  - a. Check any conflicting events that may reduce turnout (other golf events, holidays, football games, etc.)
  - b. Will a weekday or weekend yield more players?
  - c. Set Tournament Format
    - i. Scramble, Shamble, Stroke, (4man, 3man, 2man)
    - ii. Morning or Afternoon start
    - iii. Do you have enough players to warrant a shotgun start or modified shotgun start?
- Reserve Tee times at Golf Course and sign any contracts.
- Finding Sponsors for your event
  - a. Use your business connections and your committees' to find potential sponsors.
  - b. Companies with a strong influence in your community
  - c. Tell them about your event and its mission, how they would be a good fit.
  - d. What will they get out of it (brand exposure, give back to community, signage/logo in promo items)?
- Secure Donations for an Auction
  - a. Compose a request letter for mail and email.
  - b. Some companies have gone to online requests now.



- c. Provide a definite way to keep track of incoming donations.
- Make up a list of Golfers
  - a. Mailing and email – include committee members, organization members, sponsors, vendors, friends that golf, etc.
- Create a flyer, email, Facebook page with an invite, Posters, Print Banners from online Sites,
  - a. Start recruiting golfers
  - b. Consider an early pay option to secure commitment
  - c. Separate option for dinner only and auction.
- Signing Up Teams
  - a. Capture contact information for future annual events and event thank you emails.
- Tournament Events - What will you be awarding as prizes?
  - a. Event Winners, Runner-ups
    - i. Trophy, Jackets, Shirts, Money, Gift Cards, etc.
  - b. Hole Events and how many to suit your budget
    - i. Pin Shots, Longest Drives, Straightest Drive, Closest in 2/3, Longest Putt, Chip Ins, Closest to Fairway Marker, High Putts, Low Putts
  - c. Contests
    - i. Mulligans, Move Up a Tee, String Contest
    - ii. 50/50 Raffle (money)
    - iii. SUPER Ticket with all items!
    - iv. Ball Drop (Sell \$5.00 Golf balls, prior to event & on day of event, that will be dropped onto the practice green)
    - v. Skins Game (money)
  - d. Gifts for Participants
    - i. Event Gift - Either one nice item or grab bag of items.
    - ii. Door Prizes
  - e. Pictures of groups to post on website and send as thank you!
- Chinese Auction or Silent Auction Set Up Planning
  - a. Chinese Auction
    - i. Tickets and Bags/baskets for auction items
  - b. Silent Auction
    - i. Bidder Name List & Bid Sheets
- Food & Beverage
  - a. Does the Course Cater or Outside Caterer?
    - i. Lunch or Lunch and Dinner
      - 1. Set time for lunch
      - 2. Set dinner time for dinner only guests
      - 3. See if you can get a lunch sponsor
      - 4. Table Snacks?
  - b. Beverages? Beer or NA?

i. What does the course have and what can I bring in?

ii. Beverage cart?

Get Signs Printed for Sponsors

Secure Volunteers for setup and clean up

a. Confirm with volunteers their duties and time to appear

b. Have Cash boxes ready for collecting and making change

c. Signage for check-in, collecting fees, sell mulligans, etc.

Two Months Out

a. Order Merchandise

b. Collect Gifts & Prizes

c. Finalize Games & Contests

One Month Out

a. Make Up Sponsor Signs

b. Order Food & Beverages

Two Weeks Out

a. Confirm final Food & Beverages

b. Confirmation email to golfers

c. Signup deadline reminder

One Week Out

a. Confirm #'s with golf course & caterer

b. Send Out pairings and instructions to golfers

Awards Ceremony and Auction Coordination

a. Save the Date for next year!

Recap and make notes for next year at scheduled meeting or after event so things are fresh

Write thank you notes to sponsors, volunteers, etc....



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