

# HOSTING - STEP BY STEP

## 01 - Pre-planning

Pre-planning is always a good idea, but it's only necessary at this point if you want to send any special instructions to the golf pro at your event. Take a look at the sample email below, and let the Communications Coordinator, Brad Bright, know if you have any changes or additions. The default asks of the golf pro are labeling the carts with the player names and starting holes, and providing proximity markers for closest-to-the pin contests on all par 3's, and a long drive hole with contests from two tees. If you're fine with that, no action is needed at this time.

## 02 - Two Weeks Out - First Email to Golf Pro Sent

Brad will update the '*2 weeks out email*' to include the names and contact information of the Host(s) and the Hospitality Coordinator, Bill Peak, and will add any special requests from the Host(s), and send out the email to the golf club pro, with cc's to the Host(s), Bill, and the Schedule Coordinator, Ron LoPresti.

## 03 - Monday - Final Email to Members and Golf Pro Sent

At Noon, Brad will pull the player registrations from SignUp.com and run the list through the Randomizer Software to create the Team List. (The Host(s) and the Hospitality Coordinator will be moved to the top of the list, and guests moved to play with the member who signed them up.) The final Team list will be added to an updated '*Monday email*' and sent out to everyone and the golf club pro by no later than 6:00 PM. The golf club pro will use the Team List in this email to label the golf carts and assign starting holes.

## 04 - Print Game Rules & Gather Prizes

If you've done your pre-planning, this part is easy. Just print off copies of your game rules and pack up your prizes. If you still haven't decided on the game rules for the outing you can get some ideas by clicking on the button below, or you can simply download, edit and print one of the sample forms at the bottom of this page.

## 05 - Wednesday - Check the Weather! Arrive at the Course Early

If bad weather is a possibility, you need to get up early, check the forecast, and if necessary send out a cancellation email by 6:00 AM. (Nothing fancy is needed, just do a 'Reply All' to the Monday email and let everyone know we're not playing. And call the golf pro.) Otherwise, head out to the golf course early to make sure the golf pro has everything in good shape.

## 06 - Pre-round Instructions

Before the round get everyone together and go over the game rules and contests for the day. The golf pro should have determined the starting holes, labeled the golf carts with the teams, and have the proximity markers for the contests ready.

## 07 - Post-round Wrap up

As the players come in after the round, collect the scorecards and proximity markers, and lead a recap of the day's play. Try to get each team to share a highlight (or low light) of their round. Award prizes. If there are guests, ask the GFG member who brought them to introduce them and ask each guest to say a couple of words about himself.

## 08 - Post-round Email

Your final task! Send out an email by 7 PM with a brief comment on the day's event and a list of the winning team's members and their score, and a list of the contest winners. End the email with a thank you to the golf pro. The easiest way to do this would be to do a 'Reply All' to the Monday email and add your recap.