

EPGC Ladies Golf League - How to Organize a Golf Outing

1. Pro-Shop
 - a. Talk to Proshop to clear the date, how much of the course to reserve, cost of golf, carts, and guest costs for the event.
 - b. How will registration be handled? Call Pro-Shop? Text organizer? Online?
 - c. Confirm one week prior to the event how many players are registered
 - d. Will Golf Genius be used? If so, who will enter the names?
 - e. Will players go into the Pro-Shop to pay for the event?
 - f. Will Pro-Shop figure out the winners?
2. Restaurant
 - a. Discuss and confirm meal options, cost of meal, when they need final numbers, table cloths, sitdown or buffet, how many lines for the buffet, table decorations, drink specials, when is payment expected, number of seats at a table, number of extra tables and placement?
3. League President
 - a. Confirm date
 - b. Ask to publicize event through email, Facebook
 - c. Determine who can participate (league only? EPGC members? Guests?)
4. League Treasurer
 - a. Ask how much money for the event
 - b. Will they be providing start up money for registration, mulligans, 50-50, raffle
 - c. Will they be providing any additional funds towards meal? Will they get prize money and put in envelopes (divisible by the 4 golfers)?
 - d. Will they be at the event to collect money to deposit
 - e. How would they like the receipts? Paper, photos?
5. Organizing Team
 - a. Theme - A good theme will help carry out other tasks like making the flier, creating the meal, course events, decorations, prizes.
 - b. Decide on type of event: 4 person scramble, other options?
 - c. Guest night - Any limits? (one league member must be in group?)
 - d. Raffle baskets? How much to spend on them? Organize tickets (cut in bunches of 15, 6 and singles depending on how much you'll charge for tickets)
 - e. Door prizes? What will they be? Will these be in place of the raffle baskets or in addition?
 - f. Mulligans? What will the token mulligan gift be? (Don't necessarily need a mulligan or mulligan gift)
 - g. 50-50? One color ticket? Use playing cards?
 - h. Treat bag? What will be in it? Bag or no bag - just grab a treat from the bowl?
 - i. Course events? Front 9 or both 9's which will double the events and prizes.
 - j. What will the decorations be?

- k. Will theme dress be encouraged?
- l. Allow yourselves time to set up course events, dining room, and registration table. (At least an hour before check-in opens)
- m. Helpers for setup and registration? At least 3-4.
- n. Who will be the spokesperson?
- o. Photo opportunity area?
- p. How many places are you paying? 1st? 1st and 2nd?
- q. Create flier: Name of event, date, meal, cost, guest, drink specials, how to register, deadline to register, check-in time, 50-50, raffles, door prizes, type of event, check-in time, check to who, cash. Get flyer out at least 3 weeks before outing.
- r. Make registration signs (cost of event, raffle, 50/50, mulligan cost)
- s. Keep track of all purchases/expenses. Suggest creating a spreadsheet with expected income (from league, registration, guesstimates from raffle, 50/50, mulligan) and outflow (meal, tax, tip, prize payouts, reimbursements for raffle baskets, door prizes, etc)