

Outing Name: _____
 Golf Course: _____
 Contact: _____
 Course Phone: _____

Access your golf outing organizational program on-line at
www.golfoutingpro.com

Login E-Mail Address: _____
 Password: _____



Golf Outing Pro

Golf Outing Planner Checklist

The First Step

- How many players?
- Date or Day of the week
- Location
- Services

Notes

Total: _____
 Date: _____ Day: _____
 Golf Course: _____

Find a Golf Course

- Review your proposals
- Sign a contract and send a deposit

Contact Name: _____ Phone: _____
 Date Sent: _____

Promoting Your Event

- Printed material. Flyers, brochures, etc.
- Soliciting sponsors and donors
- Listing online
- E-mail and snail mail
- Follow up

Supplier: _____ Phone: _____

 Date Sent: _____
 Date Sent: _____
 Date Completed: _____

Organize Your Players

- Get all the information possible!
- Use a system that is flexible

Planning for the Day of Your Outing

- On course contests
- Hole in one contest
- Prizes and awards
- Spotters and Volunteers
- Fundraiser activities
- Sponsor signs
- Emcee for awards ceremony

 Supplier: _____
 Supplier: _____
 Contacts: _____
 Contacts: _____
 Supplier: _____
 Contacts: _____

Communicating with Players and Golf Course

- Two weeks before event, contact course
- Week before event, contact players
- Printing player lists
- Prize and sign delivery to the course
- Final Payments

Contact: _____ Phone: _____
 GOP Blast E-mail _____ Phone Call _____ Mail _____
 GOP Player Detail List _____ GOP Player Tee Times List _____
 Contacts: _____
 Date Sent: _____

Day of the Event

- Registration and direction
- Manage by walking around
- Have Fun!

Contacts: _____
 Contacts: _____

Follow Up the Next Day

- Thank you to the players and volunteers
- Arrange a date for next years event
- Notes, Notes, Notes

Date Sent: _____
 Date Scheduled: _____
