

SAMPLE GOLF TIMELINE

ACTIVITY	DAYS FROM EVENT	LEAD	STATUS
Select Date	300		
Select Course			
Negotiate contract			
Identify committee members	270		
Solicit committee members			
Develop budget			
Set committee meetings			
Develop agenda for meeting	240		
Hold scheduled meeting (1)			
Develop sponsor packages			
Call potential sponsors (1)			
Develop agenda for meeting	210		
Hold scheduled meeting (2)			
Call potential sponsors (2)			
Solicit auction and raffle items			
Develop agenda for meeting	180		
Hold scheduled meeting (3)			
Solicit hole-in-one sponsor			
Purchase hole-in-one package			
Solicit auction and raffle items (2)			
Send "Save the date"			
Develop agenda for meeting	150		
Open website for registration			
Request HAO order appeal code for brochure			
Send event e-blast			
Have HAO approve brochure			
Mail postcard/brochure			
Invite celebrities/dignitaries			
Develop agenda for meeting	120		
Hold scheduled meeting (4)			
Committee meeting at golf course			
Finalize Detail with golf course			
Layout program			
Order goodie bag gifts			
Request logos for sponsors			
Develop agenda for meeting	90		
Hold scheduled meeting (5)			
Finalize event program			
Develop agenda for meeting	60		
Hold scheduled meeting (6)			
Discuss volunteer assignments			
Order signage- (banners, hole signs)			
Assign sponsor holes			
Order awards			
Confirm emcee			
Develop agenda for meeting	30		
Hold scheduled meeting (7)			
Finalize event day materials			
Confirm goodie bag gift delivery			
Finalize script			
Send script to emcee			
Send reminder e-blast			
Review all gifts/prizes			
Design/print bid sheets			
Send pairing to golf course	7		
Send final reminder e-blast			
Sign out Credit card machines from HAO office			
Sign out hole signs from HAO office			
Deliver all signs, gifts, prizes	Day of Tournament		
Set up hole signs			
Set up registration with several copies of registration list			
Note which teams have not fulfilled pledges in order to collect payment			
Keep track of who paid for what items in cash, credit card, or check			
Set up goodie bag area			
Set up silent auction area			
Confirm scoreboard sponsor			
Set up awards table and prizes			
Set up beverage carts			
Set up contest holes			
Count all revenue received at tournament and itemize on Deposit form	After the Tournament		
Turn in deposit to HAO office with Deposit form			
Turn in check requests to HAO office with Check Authorization form			
Return checked out credit card machines to HAO office			
Return checked out hole signs to HAO office			