

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			
Send event e-blast			
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			

ACTIVITY	DAYS FROM EVENT	LEAD	STATUS
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			
Deliver all signs, gifts, prizes	Day of Tournament		
Set up Welcome Banner			
Set up hole signs			
Set up registration			
Set up goodie bag area			
Set up silent auction area			
Confirm scoreboard scorer			
Set up awards table and prizes			
Set up beverage carts			
Set up contest holes			