CHARITY GOLF TOURNAMENT CHECKLIST

4-6 MONTHS BEFORE EVENT

Define the Foundation

- [ ] Set fundraising goal
- [ ] Determine budget (expenses vs. revenue target)
- [ ] Select tournament format (Scramble, Best Ball, Stroke Play, etc.)
- [ ] Choose date & backup date
- [ ] Reserve golf course & sign contract
- [ ] Confirm what the course provides (carts, scoring, staff, insurance)

Form Committees

- [ ] Sponsorship Committee
- [ ] Marketing/Promotion Committee
- [ ] Logistics & Operations Team
- [ ] Volunteer Coordinator
- [ ] Auction/Raffle Committee

3-4 MONTHS BEFORE EVENT

Sponsorships

- [ ] Create sponsorship levels (Title, Platinum, Hole Sponsor, etc.)
- [ ] Design sponsorship packet
- [ ] Start sponsor outreach
- [ ] Secure in-kind donations (prizes, food, swag)

Marketing

- [ ] Create event logo/branding
- [ ] Build registration page (Eventbrite, GolfStatus, etc.)
- [ ] Launch website landing page
- [ ] Announce on social media & email list
- [ ] Send press release to local media

2-3 MONTHS BEFORE EVENT

Player Registration

- [ ] Open team & individual registration
- [ ] Track sign-ups weekly
- [ ] Send confirmation emails

Event Planning Details

- [ ] Order promotional materials (banners, signs)
- [ ] Plan contests:
  - [ ] Longest Drive
  - [ ] Closest to the Pin
  - [ ] Hole-in-One Prize
  - [ ] Putting Contest
- [ ] Confirm catering & beverage plan
- [ ] Order player gifts/swag bags

1 MONTH BEFORE EVENT

Finalize Logistics

- [ ] Confirm sponsors & signage
- [ ] Assign hole sponsors
- [ ] Create event-day timeline
- [ ] Print scorecards & rules sheets
- [ ] Confirm AV needs for awards ceremony
- [ ] Confirm photographer

Volunteers

- [ ] Recruit volunteers
- [ ] Assign roles (registration table, hole spotters, raffle sales)
- [ ] Send volunteer instructions

1 WEEK BEFORE EVENT

- [ ] Confirm final player count with course
- [ ] Prepare registration packets
- [ ] Print sponsor signage
- [ ] Prepare raffle tickets & auction sheets
- [ ] Confirm weather forecast
- [ ] Send reminder email to players

DAY OF EVENT

Registration

- [ ] Check-in table setup
- [ ] Player list & check-in sheet
- [ ] Collect any remaining payments
- [ ] Distribute swag bags

On Course

- [ ] Place signage & sponsor signs
- [ ] Set up contest holes
- [ ] Confirm beverage carts
- [ ] Assign volunteers to key holes

After Play

- [ ] Collect scorecards
- [ ] Tally scores
- [ ] Announce winners
- [ ] Award prizes
- [ ] Conduct raffle / auction
- [ ] Thank sponsors publicly

POST-EVENT

- [ ] Send thank-you emails to sponsors & players
- [ ] Post event photos on social media
- [ ] Announce total funds raised
- [ ] Pay outstanding invoices
- [ ] Hold debrief meeting
- [ ] Document lessons learned