

Golf Tournament Supplemental Information

Committee Timeline & Responsibilities

Below is a sample timeline, action item and responsible to do list. Feel free to use it as an example. Add your own needs for your event.

<u>Action Item</u>	<u>Start</u>	<u>Finish</u>	<u>Responsible</u>
Committee Chair Chosen	1-1	1-1	Exec. Dir.
Committee Recruited	1-1	1-7	Chair
First Committee Meeting	1-14	1-14	Chair
Define Purpose	1-14	1-14	Committee
Committee Assignments	1-14	1-14	Chair
Golf Course Chosen	1-14	2-14	Committee
Date Secured	1-14	2-14	Committee
Format Chosen	2-14	2-28	Committee
Sell Title Sponsor	2-14	3-14	Spon Chair
MC Chosen	2-14	3-14	Committee
Advertising Plan	2-14	4-14	Promo Chair
Sponsor Packages Created	2-14	2-28	Spon Chair
Sponsor Letter Mailed	2-28	2-28	Spon Chair
Golfer List Obtained	2-28	4-1	Golf Chair
Golfer Letter Mailed	3-1	4-1	Golf Chair
Prize List Determined	3-1	4-1	Prize Chair
Prize Letter Mailed	3-15	3-15	Prize Chair
Brochure Designed	2-15	4-1	Promo Chair
Brochure Printed	3-1	4-1	Promo Chair
Brochure Mailed	3-1	4-1	Promo Chair
Sponsors Sold	3-1	4-1	Spon Com
Press Release to Media	4-1	4-1	Promo Chair
Deposit to Course	5-1	5-1	Log Chair
Golfers Recruited	4-1	6-1	Golf Chair
Prizes Acquired	3-1	6-1	Prize Chair
Signs Made	5-15	5-15	Log Chair
Volunteers Recruited	5-1	6-1	Vol. Chair
Food Chosen	5-1	5-15	Log Chair
Contests Chosen	4-1	5-1	Log Chair
Confirmation to Golfers	5-1	5-15	Golf Chair
Pairings to Course	5-15	5-25	Golf Chair
Collect all Money	5-1	6-1	Log Chair
Collect all Prizes	5-1	6-1	Prize Chair
Call all Volunteers	5-15	5-21	Log Chair
Have a Great Event		6-1	Everyone