

## IMPORTANT STEPS:

### 1. Choose a venue and date

- Ideally 6+ months out

### 2. Determine if you will have an AM or PM shotgun

- All golfers start at the same time
- Determine if meal will be served for the event
  - Ex: Breakfast before
  - Ex: Lunch before or after
  - Ex: Start mid-morning and have lunch on the course

### 3. Discuss expenses with course

- Green fees, carts, food, beverages

### 4. Determine fee for participants

- Ex: \$100 per golfer, \$400 for foursome, etc

### 5. Create advertising materials for the event

- Sponsorship form, Event Flyer, Social Media, Email, Invitations, etc

### 6. Advertise!

- Keep materials easy to read- Not too wordy or busy
- Include information like: Name of event, date, time, location, cost, contact information
- Market to the Rare Disease Community and the Golf Community

### 7. Determine Sponsorship levels and find sponsors

- Ex: Gold, Silver, Bronze
- Ex: Hole Sponsor on each hole, Longest Drive Sponsor, Closest to Pin Sponsor
- Ex: Course Sponsor
- Ex: Cart Sponsor

### 8. Recruit golfers

- Maximum numbers: 36 groups (2 people) with 4 groups starting on each hole= 144 golfers
- Or 18 groups (4 people) with 2 groups starting on each hole= 144 golfers
- On an 18 hole course, typically 8 people need to start on each hole
- Find Golf Leagues in area
- Check Facebook for local groups

### 9. Recruit volunteers

- Registration, raffle sales, on-course volunteers, silent auction, checkout, etc
- Make sure you have extra volunteers on competition holes
  - Ex: Closest to pin for men, closest to pin for women, longest drive for men, longest drive for women, etc

### 10. Get prizes for winners

- 1st and 2nd place prizes for winning groups
- Men/Women: Closest to the pin, longest drive, etc

### 11. Get tee gift for participants

- Ex: Golf balls, tees, drink tickets, etc

