**DO IT YOURSELF**

**Golf Outing**

**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