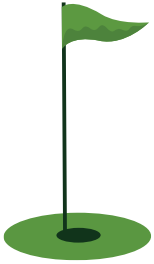


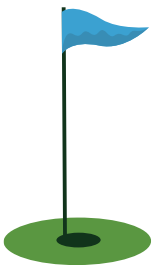


# GOLF TOURNAMENT ★ HOST CHECKLIST ★



## Get started (8-9 months before your tournament)

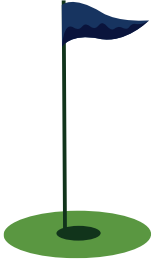
- Secure your golf course. Lock in your date and agree on terms, fees, and facility usage.
- Form your committee. Allocate roles and responsibilities for each member. Assign a treasurer.
- Register your golf tournament with Wounded Warrior Project® (WWP) at **WWPfundraise.org/golf**.
- Give your tournament a meaningful, inspiring, and fun name.
- Kick-start your fundraising and show your fellow golfers you're all in with a personal donation to your event page.
- Set your tournament fundraising goal.
- Customize your tournament event page.
- Send all of your registered golfers the link to your event page so they can support the tournament with a donation.
- Host a kick-off call or meeting with your committee.
- Check your company's matching gift policy, and see how they can boost your impact.
- Email your committee and golf registrants regularly with updates on fundraising, highlights on the tournament details, or new sponsors.



## Keep up your momentum (6 months before your tournament)

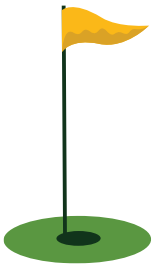
- Iron out your sponsorship packages. Discuss sponsorship levels with your committee and agree on pricing tiers that fit with your tournament.
- Send out email updates each time you secure a new sponsor! Share the excitement with your participants.
- Update your event page with photos of the golf course, your committee, and your participants.
- Challenge your committee members to secure the largest sponsorship!
- Link your event page to your social media.
- Have the treasurer of your committee confirm all collected checks and cash from participants and sponsors. Don't forget to utilize the WWP offline donation form found at **WWPfundraise.org/golf** under *Turn in Funds*.
- Determine what signage is needed – banners, flags, backdrops, or lawn signs. These are great for sponsorship recognition, directional signage, or unique fundraising challenges you want to incorporate on the course.
- Speak with your WWP Community Fundraising team about having warriors play in your tournament, and whether you would like a Warriors Speak® member to address your participants at your banquet or dinner. Email **WWPfundraise@woundedwarriorproject.org**.
- Confirm with the golf course their protocol for signage throughout the course property. Remember, you'll be posting sponsorship signage on each hole, tee box, beverage cart, and tabletop!
- Recruit volunteers: friends, spouses, family members! You're going to need a few extra hands on event day.
- Coordinate a Presentation of Colors – contact your local scout troop or military auxiliary to coordinate representatives to carry out the ceremony at your tournament.

# GOLF TOURNAMENT ★ HOST CHECKLIST ★



## 1-2 months before your tournament

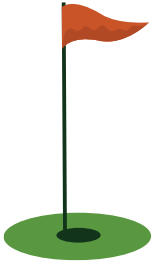
- Continue to email your participants weekly fundraising and sponsorship updates.
- Finalize the layout of all sponsorship signage (hole sponsor, tee-box sponsor, etc.).
- Iron out all sponsored in-play challenges (longest drive, closest to the pin, lowest score).
- Plan the assembly of your giveaways for each participant. Consider asking for donated items from the course, sponsors, or committee members.
- Create an inventory of all your giveaways or auction items, and assign an order for each.
- Finalize your tournament roster – verify each foursome. We've provided a template for you to utilize in your fundraising *Dashboard*. Log in and look under the *Resources* section.
- Assign starting tee positions for each foursome.
- Reach out to any warriors assigned by WWP to your tournament – confirm their attendance and address any logistical needs they may have.
- Discuss with your WWP Community Fundraising teammate any additional resources that may be available to you.
- Assign tasks to your volunteers!
- Follow up with your Presentation of Colors representatives to confirm attendance.



## 1-2 weeks before your tournament

- With the help of your committee, confirm attendance of all participants.
- Email your committee or set a meeting to discuss the day-of details (include committee attire, morning meeting time at golf course, location of welcoming/registration area).
- Confirm with golf course the menus and serving times for any meals provided throughout the day.
- Confirm with golf course the logistics and set-up for post-golf banquet, including any A/V equipment you may need.
- Discuss your plan for sponsorship signage with golf course.
- Keep your volunteers on task, and confirm their availability to help you the day of the tournament.

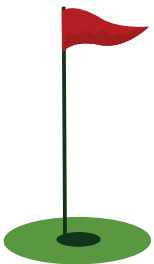
# GOLF TOURNAMENT ★ HOST CHECKLIST ★



## Event day!

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- Arrive early and encourage your committee to do the same.
- Put those volunteers to work! Set up goody bags, lay out giveaway items, coordinate refreshments, set up tables and hang signage.
- Set up your welcoming or registration area, including all goody bags on either a table, or awaiting golfers in their carts.
- Have your assigned treasurer and one additional committee member set themselves up at a table in your welcoming area to register any last-minute golfers.
- Take pictures! Have committee members snap photos of everyone involved before tee times approach! Be sure to take some good ones of you and your committee, and share some with us!
- Post your event photos on social media, and don't forget to tag WWP.
- Thank your committee, enjoy a terrific day of golf, and have fun at your banquet!
- Congratulations, you did it! You've successfully planned, constructed, and hosted a successful charity golf tournament benefiting wounded warriors and their families.



## Immediately after your tournament

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- Send thank-you notes to your committee, your sponsors, and the golf course.
- Send thank-you emails to all of your golfers, and include photos from the tournament. We have pre-loaded templates ready to go in your *Dashboard*. Log in at **WWPfundraise.org/golf**.
- Collect all outstanding tournament fees.
- Connect with your assigned treasurer, and turn in all remaining donations. Don't forget to utilize the WWP offline donation form found in your *Dashboard* at **WWPfundraise.org/golf** so we can keep track of any checks you submit.
- Host a committee wrap party, share a few laughs, and start planning for next year!