



Planning a Golf Tournament

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WASHINGTON STATE UNIVERSITY
 ALUMNI ASSOCIATION

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- Golf Carts
- Determine Format
 - Scramble
 - Best Ball
- Contests
 - Putting Contest
 - Closest to the Pin
 - Hole in One
 - Longest Drive

Planning Process

- Plan far in advance
- Joint Events
- Secure Venue
- Budget
- Time Line
- Establish Committee Meetings with Volunteers
- Determine Sponsor and Donor List



Activities

- Awards Ceremony
- Door Prizes
- Auction
- Meals
 - Lunch
 - Dinner



Important Items

- Fliers and Registration Form
- Prizes, Auction Items, Goodie Bags
- Signage, Banners, Tee Sponsor Signs
- Decorations
- Brochure/Tournament Rules
- Mulligans
- Registration Table



Post Event

- Evaluate Event – plan a committee meeting
- Thank you letters to Sponsors, Donors and Golf Course
- Send survey to participants
- Begin planning for next years tournament!



Time for a little Putting Demonstration...



QUESTIONS?