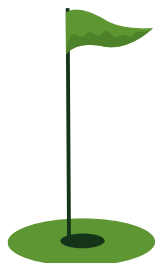


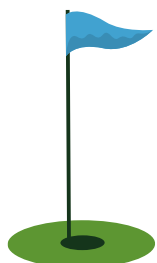
GOLF TOURNAMENT ★ HOST CHECKLIST ★ SUGGESTIONS

Here are some great ideas to get you started. This checklist is a guide, not a requirement.
Good luck with planning!



Get started (optimally 5-9 months before your tournament)

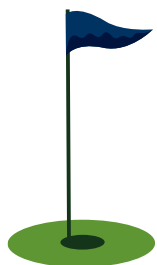
- ☐ Secure your golf course. Lock in your date and agree on terms, fees, and facility usage.
- ☐ Form your committee. Allocate roles and responsibilities for each member and host a kick-off call or meeting with your committee.
- ☐ Register your golf tournament with Wounded Warrior Project® (WWP) at [WWPfundraise.org](https://www.wwpfundraise.org).
- ☐ Kick-start your fundraising with a personal donation to your event page.
- ☐ Email your committee and golf registrants regularly with updates on fundraising, highlights on the tournament details, or new sponsors.
- ☐ Determine a method for tracking registrations.



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

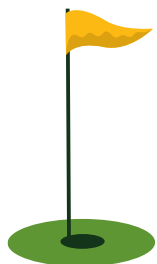
- ☐ Discuss sponsorship levels with your committee and agree on pricing tiers that fit with your tournament. Challenge your committee members to secure the largest sponsorship.
- ☐ Link your event page to your social media.
- ☐ Determine if signage is needed and confirm restrictions with the golf course.
- ☐ Determine whether you would like a Warrior Speak® member to address participants at your event. Click [here](#) to complete your request.
- ☐ Recruit volunteers for 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.
- ☐ Determine if you are having a raffle and/or auction at the event. Start getting donations of raffle/auction items with the help of your committee.

GOLF TOURNAMENT ★ HOST CHECKLIST ★ SUGGESTIONS



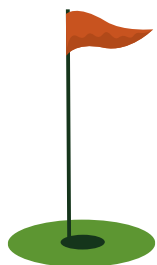
Optimally 2-3 months before your tournament

- ☐ Email fundraising updates and any exciting tournament news to participants.
- ☐ Post your event on social media to continue seeking support of your event.
- ☐ Confirm in-play challenges with committee and plans with golf course (longest drive, closest to the pin, etc.).
- ☐ 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.
- ☐ Assign tasks to your volunteers!
- ☐ Follow up with your Presentation of Colors representatives to confirm attendance.



Optimally the month of your event

- ☐ Keep an inventory of giveaway and raffle/auction items and, together with your committee, determine if additional items are needed.
- ☐ 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** tab.
- ☐ Assign starting tee positions for each foursome.
- ☐ Email participants 5-7 days before event to remind them of important details (location, time, if they need to bring cash for challenges/raffle, etc.).
- ☐ 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).
- ☐ Email volunteers and set a volunteer welcome meeting to provide day-of details (including attire, times needed, assignments, and to confirm their availability).



Immediately after your tournament

- ☐ 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.
- ☐ Collect all outstanding tournament fees.
- ☐ Mail in any remaining donations by logging into your fundraiser page and using the mail-in donation form found on **Your Page**.
- ☐ Host a committee wrap party, share a few laughs, and start planning for next year!