

## **Golf Event Procedures**

### **6 Weeks Prior to the Event**

1. Call the golf course and ask for 5 to 6 tee times starting anytime between 11:00 a.m. & 12:00 p.m. (For a 9 hole event, 4 to 5 tee times ~4:30 or 5:00 p.m.)
2. Reserve under Milwaukee Singles Golf or ASGA.
3. Get price for riding and walking
4. Ask how much notice course needs if we have to cancel any tee times. (Deadline date)
5. If they ask for a deposit, (some courses do and some don't) put this on your charge, but ask them not to charge it through, as we will pay cash at the course. If the deposit seems unreasonable, try to negotiate. Explain our group situation, that we collect from the golfers and that we do not have a large enough account to draw from.
6. Advise Golf Committee of times/prices so we can update registration forms.

### **Ongoing**

As you receive registrations and checks from golfers, keep track of participants on the ASGA Outing Participant List provided to you.

### **One Week to 10 days Prior to Golf Event (according to golf course instructions)**

1. Call course and cancel any extra tee times.
2. Call and make restaurant reservation under Milwaukee Singles Golf or ASGA.
3. Get directions from course to restaurant if needed.
4. Cash the checks sent to you to pay the course. (The up charges will be sent to the Treasurer)
7. Print player's names on strips of paper. These will be drawn as players arrive. (As much as possible we will try to pair gals with guys.) The first four players drawing, becomes the first foursome. If a couple requests to golf together, leave their names out of the drawing. (Option~arrange pairs/ groups prior to outing.)

### **Day of Event**

Try to arrive at course 1/2 hour before sign in time.

Pay course and get two signs for two contest events. One prize will be for women, one for men. Choose any game such as least putts, lowest score, highest score, longest putt, etc.

### **Bring**

Outing Participant List

Names written on strips of paper. Separate into guys/gals

Name Labels with names written in marker

Directions to Restaurant

Contest Prize Certificates (You will get these prior to event)

### **After Golf Event**

Within one week, mail the Participant List along with a check from up charges to the Treasurer.

**Thanks for Volunteering!**