



Corporate Golf Checklist

There's a lot of planning that goes into a successful golf day, but the good news is, a lot of it is one-off tasks, so it gets easier every year, and at Half Moon Bay, we take care of a lot of it for you and we have the experience and advice to make the rest a whole lot easier.

Please keep in mind, every golf outing will be a little different, so the list that follows is intended as a starting point only. Not all of these steps will apply to all events and we've left space for you to add a few notes of your own.

If we can be of any assistance at all, please do contact the Club early!

Planning Your Event: 3 Months Out Minimum

- Golf day objectives outlined and agreed
 - Expected numbers
 - Costs, payment arrangements
 - Start and finish times
 - Invited Guests and FOCs
 - Sponsors & supporters
 - Charity component
- Date set & venue booked, final numbers TBC
- Golf game format decided
- Prize list for golf winners
 - Winners
 - Place-getters – how many?
 - Nearest the pins
 - Longest drives
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- Prize for a major raffle
- Food booked, numbers TBC
- Charity component organised
- Web or social media page set up for the event

The Run Up: 2 Weeks Out

- Confirm numbers with Golf Course
- Confirm numbers with Caterers
- Local media contacted, re charity component
- Player reminders sent by email list
- Social media updates – ongoing from 4 weeks out
- Sponsor signage and banners delivery & assembly arrangements
- Prizes collected and labelled
- Appreciation certificates printed, if required
- Emcee organised
- Other volunteers as required
- Golf Pro organised if required

Golf Day Running Sheet

- Player reminder email first thing in AM
- Social media updates throughout the day
- On-course player registration
- Lucky door prize rego for email list
- Emcee to welcome players,
- Rules, formats and handicaps
- Additional on course revenue options
 - Equipment
 - Volunteers
 - Golf Pro
- Presentation
 - Prize table set
 - PA system set
 - Golf results sheet
 - Raffle drawing

After The Event

- Website / Social Media Wrap Up
- Mailing List For Next Year
- Photo Gallery – Donation Buttons
- Sponsor & Supporter Recognition
- Media Follow-Ups