

The Wetlands Golf Club

Guide to Hosting Your Event

3 Months Prior

- ❑ Secure your date (Date is secured upon the following)
 - 30 days upon receiving/signing of agreement, the following are due:
 - ✓ Required \$10.00/player deposit
 - ✓ Along with deposit, the signed “Agreement” and “Outing Worksheet” must be returned to The Wetlands.
 - ✓ Photocopy of Tax Exemption Certificate(if applicable)
 - ✓ Wetlands cannot guarantee outing date without the previous items.
- ❑ Solicit Hole Sponsorship
- ❑ Secure auction and raffle prizes
- ❑ Establish cost to play in your event
- ❑ Form an organizing committee
- ❑ Determine your printing needs (i.e. brochures, invitations)
- ❑ Identify golfers to participate

1 to 2 Months Prior

- ❑ Solicit volunteers and participants
- ❑ Advertise your event with local newspapers
- ❑ Develop event day timeline
- ❑ Order signs for sponsorship
- ❑ Order collateral materials (i.e. hats, shirts, prizes)
- ❑ Set Pairings

1 Week Prior

- ❑ Submit final player count to the Wetlands
- ❑ Submit final pairing list

Event Day

- ❑ Personally thank sponsors, guests, volunteers
- ❑ Have Fun!