



Golf Tournament Fundraiser Checklist

DONE	TASK	TIME FRAME
<input type="checkbox"/>	Set your goals. What do you want to achieve with your golf tournament fundraiser? How much money do you want to raise? How many people do you want to attend?	12-18 months before the tournament
<input type="checkbox"/>	Choose a date and location. Consider the time of year, the weather, and the availability of the golf course.	
<input type="checkbox"/>	Form a committee. You'll need a team of people to help you with planning, marketing, and execution.	
<input type="checkbox"/>	Secure sponsorships. This is a great way to raise money and cover your costs.	
<input type="checkbox"/>	Create a budget. Track your expenses and make sure you're on track to meet your financial goals.	
<input type="checkbox"/>	Designate a treasurer. This person will be responsible for managing the funds raised.	

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<input type="checkbox"/>	Finalize the date and location. Once you have a confirmed date and location, you can start promoting your event.	9-12 months before the tournament
<input type="checkbox"/>	Create a website or event page. This is a great way to provide information about your event and collect registrations.	
<input type="checkbox"/>	Start marketing your event. Promote your event through social media, email, and other channels.	
<input type="checkbox"/>	Develop a sponsorship package. This will outline the benefits of sponsoring your event.	
<input type="checkbox"/>	Start securing prizes. This could include hole-in-one prizes, raffle prizes, or gift bags for participants	
<input type="checkbox"/>	Finalize the schedule. This includes tee times, lunch, and dinner.	6-9 months before the tournament
<input type="checkbox"/>	Order food and drinks. Make sure you have enough food and drinks for all of your guests.	
<input type="checkbox"/>	Hire staff. You'll need staff to help with registration, food service, and other tasks.	
<input type="checkbox"/>	Order promotional materials. This could include flyers, posters, and t-shirts.	

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<input type="checkbox"/>	Send out invitations. This is a good time to send out reminder emails to your registrants.	3-6 months before the tournament
<input type="checkbox"/>	Finalize the registration process. Make sure it's easy for people to register for your event.	
<input type="checkbox"/>	Confirm sponsorships. Make sure all of your sponsors are on board and have paid their fees.	
<input type="checkbox"/>	Finalize the prizes. Make sure all of your prizes are ready to go.	
<input type="checkbox"/>	Send out final reminders. This is a good time to remind people about the date, time, and location of your event.	1-3 months before the tournament
<input type="checkbox"/>	Set up the course. This includes putting up signage, setting up tee boxes, and preparing the greens.	
<input type="checkbox"/>	Order trophies and awards. This is a good time to order trophies and awards for the winners of your tournament.	
<input type="checkbox"/>	Confirm the number of attendees. This will help you determine how much food and drinks you need.	1 week before the tournament
<input type="checkbox"/>	Finalize the logistics. This includes making sure you have enough volunteers, transportation, and other resources.	

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<input type="checkbox"/>	Prepare for the weather. Check the forecast and make sure you're prepared for any weather conditions.	
<input type="checkbox"/>	Arrive early to set up. This will give you plenty of time to get everything ready.	The day of the tournament
<input type="checkbox"/>	Welcome your guests and start the tournament. Have fun and enjoy your event!	
<input type="checkbox"/>	Send out thank-you notes. This is a nice way to show your appreciation to your guests and sponsors.	After the tournament
<input type="checkbox"/>	Count the money and distribute the proceeds. This is important to do as soon as possible.	
<input type="checkbox"/>	Evaluate your event. This will help you improve your event for next year.	
<input type="checkbox"/>		
<input type="checkbox"/>		

This is a general golf tournament fundraiser checklist, and you may need to adjust it based on the specific needs of your event. However, it should give you a good starting point for planning your golf tournament fundraiser.

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