



## How To Host a Golf Tournament

So, you've decided to host a Golf Tournament to raise money and awareness for the Angelman Syndrome Foundation! Congratulations, this will be one of your most favorite days. Here are some basic tips and guidelines to help make this the best event possible.

### **1. Pick a golf course. Reach out to local golf courses and see what your options are. Some things to consider:**

- How much will the course charge each golfer? Make sure to ask what this includes: green and cart fee, range balls, breakfast or lunch.
- Always ask what else they can throw in for you? Ex: will they provide gift certificates for the winning foursome, can they offer a 'return to play certificate' for your swag bag, can they include coffee if it's a morning tee time.
- How much do you want to charge each golfer? Will you allow individual registrations or just foursomes? What will each player fee include? Ex: In addition to what the golf course provides will you provide: breakfast, lunch, swag bag?
- Make sure you select a golf course that is familiar with hosting tournaments.

### **2. Select a date and time: popular days are Monday and Friday**

- Think about your target audience! Can most people take a day off of work to play golf for a great cause?? If yes, Friday is a great day. If no, then try for a Saturday if the golf course allows that
- Think about the weather when picking an AM or PM start time, which will be the best conditions for being outside.

### **3. Select a format: most popular is a shot gun start/scramble**

### **4. Decide what your tournament will include beyond golf:**

- a) Sponsors – what level sponsorships do you want and what will those include
- b) Hole Signs – very popular for businesses to want to purchase a hole sign for \$100-200
- c) Raffle
- d) Silent Auction





### **5. Create a registration system:**

Having something tangible to hand out to people is great to get out information. But also consider having a website or a link for people to register and to share on social media. Jotform.com is an easy and free option to create a registration form.

### **6. Recruit Volunteers:**

This is a fun and busy day, but you need a good team of people to help you! Consider these volunteer opportunities for friends/family:

- Sponsor Chair – find someone who can help you recruit business sponsors
- Registration Check In
- Raffle (if you have a raffle, you'll need people to help put together raffle items and sell tickets)
- Silent Auction (if you have a silent auction, you'll need someone to help find silent auction items and to monitor the day of)
- Photographer – doesn't have to be a professional, but someone who will make sure to take photos of your special day

### **7. Find a Sign Company**

If you plan to have hole signs and/or sponsor banners; go ahead and search for a local company who could help you. You don't want to be scrambling for signs weeks before your tournament

### **8. Promote your event!**

- Utilize social media, email, businesses – whatever you can to help promote your tournament.
- 4-6 months prior to your tournament, announce a "Save the Date"

### **9. What is your vision and schedule for the day?**

### **10. Most importantly – HAVE FUN!!**

Golf is a fun way for people to bond and get together. The more fun you make this event the more people will talk about it and want to come back year after year and will always be willing to donate to a good cause.

