

Purgatory Golf Club Outing Checklist

9 months prior to event				
Task	Who		Due Date	Status
Set Tournament Objectives	_____		_____	_____
Determine 501© Charitable Status	_____		_____	_____
6 months prior to event				
Task	Who		Due Date	Status
Develop Project Plan	_____		_____	_____
Preliminary Budget	_____		_____	_____
Solicit and Evaluate Course Proposals	_____		_____	_____
Preliminary Specifications	_____		_____	_____
Set-up Accounting Process	_____		_____	_____
Set Event Date and Timeline	_____		_____	_____
Put hold on Golf Course	_____		_____	_____
Perform Site Inspections	_____		_____	_____
Sign Course Agreement	_____		_____	_____
Make initial Course Deposit	_____		_____	_____
Identify Celebrities	_____		_____	_____
Set-up Website	_____		_____	_____
Volunteer Job List	_____		_____	_____
Solicit Potential Sponsors	_____		_____	_____
Mailing to Potential Sponsors	_____		_____	_____
4 months prior to event				
Task	Who		Due Date	Status
Establish Player Method of Payment	_____		_____	_____
Prepare Invitees List	_____		_____	_____
Finalize Tournament Format	_____		_____	_____
E-Mail Save the Date Postcards	_____		_____	_____
Set-up Master Bank Account	_____		_____	_____
Draft Invitation to Invitees	_____		_____	_____
Finalize Volunteer Committee	_____		_____	_____
Auction	_____		_____	_____
Raffle	_____		_____	_____
Signage	_____		_____	_____
Press Release	Purgatory		_____	_____
Finalize Budget	_____		_____	_____
Select & Order Awards	_____		_____	_____
Advertise	_____		_____	_____
Distribute Flyers	_____		_____	_____
2 months prior to event				
Task	Who		Due Date	Status
Put on Purgatory's Website	Purgatory		_____	_____
Follow-up with Potential Sponsor	_____		_____	_____
Follow-up with Potential Donors	_____		_____	_____
Prepare Registration List	_____		_____	_____
Order Shirts, Shoes, Gloves, logoed Merchandise	_____		_____	_____
Photographer	_____		_____	_____
30 days prior to event				
Task	Who		Due Date	Status
Publish Registration Cut-Off	_____		_____	_____
Complete Registration	_____		_____	_____
Arrange Insurance for Contests	_____		_____	_____
Finalize Sponsors	_____		_____	_____

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Finalize Donors	_____	_____	_____
Finalize Rules and Agenda	_____	_____	_____
14 days prior to event			
Task	Who	Due Date	Status
Call Purgatory with final number of participants	_____	_____	_____
Goody Bags	_____	_____	_____
Send Confirmation Notices	_____	_____	_____
Compile Dietary Restrictions	_____	_____	_____
Select Food & Beverage	_____	_____	_____
7 days prior to event			
Task	Who	Due Date	Status
Confirm number of participants	_____	_____	_____
Confirm Celebrities	_____	_____	_____
Finalize Insurance for Contest	_____	_____	_____
Finalize Food & Beverage	_____	_____	_____
3 days prior to event			
Task	Who	Due Date	Status
Draft Pairings	_____	_____	_____
Write Emcee's Script	_____	_____	_____
Finalize Program	_____	_____	_____
Finalize all Course arrangements	_____	_____	_____
24 Hours prior to event			
Task	Who	Due Date	Status
Deliver tee signs to golf course	_____	_____	_____
Finalize pairings	_____	_____	_____
Pick-up Programs from printer	_____	_____	_____
Cash Drawer	_____	_____	_____
Print Cart Signs	Purgatory	_____	_____
Tournament Day			
Task	Who	Due Date	Status
Registration	_____	_____	_____
Sell Mulligans and Raffle Tickes	_____	_____	_____
Set-up Contest	Purgatory	_____	_____
Announcements	Purgatory	_____	_____
Scoring	Purgatory	_____	_____
Awards Ceremony	_____	_____	_____
Make Payments	_____	_____	_____
Tournament Day			
Task	Who	Due Date	Status
Evaluate	_____	_____	_____
Reconcile Invoices	_____	_____	_____
Finalize Budget Summary	_____	_____	_____
Send Thank-You's	_____	_____	_____
Hold Volunteer Party	_____	_____	_____
Final Results & Player Critique	_____	_____	_____
Update Website	_____	_____	_____