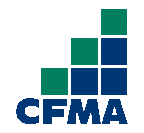
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**CFMA Golf Tournament Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **6 Months Prior to the Event** | | | |
| **Task** | **Who** | **Due Date** | **Status** |
| Set Event Date and Timeline |  |  |  |
| Preliminary Budget |  |  |  |
| Develop Project Plan (Emcee, mailings, where to send payments) |  |  |  |
| Preliminary Specifications |  |  |  |
| Create Event on CFMA Website |  |  |  |
| Solicit Potential Sponsors |  |  |  |
| Mailing to Potential Sponsors |  |  |  |
| Perform Site Inspections |  |  |  |
| Solicit and Evaluate Course Proposals |  |  |  |
| Hold Golf Course |  |  |  |
| Set up Accounting Process |  |  |  |
| Volunteer Job List |  |  |  |
| **4 Months Prior to the Event** | | | |
| **Task** | **Who** | **Due Date** | **Status** |
| Establish Player Method of Payment |  |  |  |
| Mail Save the Date Postcards |  |  |  |
| Draft Flyers to Invitees |  |  |  |
| Finalize Volunteer Committee (Raffle, Signage) |  |  |  |
| **30 Days Prior to the Event** | | | |
| **Task** | **Who** | **Due Date** | **Status** |
| Prepare Registration List |  |  |  |
| Publish Registration Cut-Off |  |  |  |
| Complete Registration |  |  |  |
| Finalize Sponsors |  |  |  |
| Order Tee Prizes |  |  |  |
| Order Goody Bags |  |  |  |
| Order Raffle Tickets |  |  |  |
| Order Drink Tickets |  |  |  |
| Photographer |  |  |  |
| **21 Days Prior to the Event** | | | |
| **Task** | **Who** | **Due Date** | **Status** |
| Send Confirmation Notices |  |  |  |
| Revise Pairings |  |  |  |
| Select Food/ Beverage |  |  |  |
| Finalize Food/Beverage |  |  |  |
| **7 Days Prior to the Event** | | | |
| **Task** | **Who** | **Due Date** | **Status** |
| Draft Pairings |  |  |  |
| Write Emcee's Script |  |  |  |
| Order Sponsor Signs |  |  |  |
| Finalize all Course Arrangements |  |  |  |
| **24-48 Hours Prior to the Event** | | | |
| **Task** | **Who** | **Due Date** | **Status** |
| Meeting with Course Management |  |  |  |
| Shop for Raffle Prizes |  |  |  |
| Purchase Breakfast Items |  |  |  |
| Prepare Golf Gift Bags |  |  |  |
| Pairings Due |  |  |  |
| Finalize pairings |  |  |  |
| Cash Drawer |  |  |  |
| Print Milligans |  |  |  |
| Cash for Golf Contests |  |  |  |
| Credit Cards at Course |  |  |  |
| **Day of Tournament** | | | |
| **Task** | **Who** | **Due Date** | **Status** |
| Event Day |  |  |  |
| Deliver Materials to Course |  |  |  |
| Registration |  |  |  |
| Exhibitor Relations |  |  |  |
| Set up for luncheon/raffle |  |  |  |
| **After the Tournament** | | | |
| **Task** | **Who** | **Due Date** | **Status** |
| Evaluate |  |  |  |
| Reconcile Invoices |  |  |  |
| Finalize Budget Summary |  |  |  |
| Send Thank-You's |  |  |  |
| Update Website |  |  |  |