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**CFMA Golf Tournament Checklist**

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| **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  |  |  |  |