

HOW TO HOST A GOLF OUTING

Two weeks before outing

- Contact your golf course to arrange 3 tee times preferable before noon
- Send an email to Communications Chair (BarbaraArk@aol.com) with details i.e. date of outing, golf course name, phone number, cost, the 3 tee times.
- You may want to include the format you chose for the outing (cost is \$5 unless it is least amount of putts, then \$3)

One week before outing

- Respond to each member who sent an rsvp to play to confirm you have them signed up
- Keep their email address or telephone number so that you can contact them with any changes
- Prepare pairing sheet and email to players plus to the golf pro. Be sure to cancel tee times you are not using

Day of outing

- If there is inclement weather, contact the golf course to find out the playing conditions. Notify players at least 2 hours in advance.
- Coordinate game: collect money from those who want to participate in the game. After golf collect scorecards, etc. to determine winners. Award prizes to winners.
- Arrange a meeting place for lunch after the outing and invite everyone

One week after outing

- Email a short summary of the day to Communications Chair (BarbaraArk@aol.com for the newsletter. Include golf course, number and names of players, winners, restaurant etc.

Thank you for hosting an outing