

#### 4) Illuminator **Golf Tournament** Committee

##### **Purpose:**

- Set-up, organize and execute all the activities necessary to support golf tournament participated by Event attendees.
- Raise as much money as possible – all profits going directly to the scholarship fund.

##### **Committee Composition:**

- 1 Liaison
- 1 Chairperson
- 1 Vice Chairperson
- 6 Committee Members

##### **Pre-Convention Responsibilities:**

###### **Liaison:**

- Confirm golf course location with Illuminator board.
- Contact Golf committee Chairperson, confirm they will be attending convention and are willing and able to take on responsibilities of Chairperson.
- Together with Committee Chairperson contact Vice Chairperson, confirm they will be attending conference and are will and able to assist Chairperson in responsibilities of organizing Golf Tournament.
- Confirm Chairperson and Vice Chairperson have list of available committee members.
- Confirm Golf Tournament registration form is complete and all the information on the form is correct, especially contacts.
- Confirm who will be receiving reservations and payment. Make sure reservation contact, Liaison, Chairperson and Vice Chairperson all have up to date contact information.
- Be available to assist Golf Committee in any way necessary.

###### **Chairperson and Vice Chairperson:**

- Review tournament details with Liaison and other Illuminator board members.
  - 1.) Is transportation needed?
  - 2.) Lunch being serve at tournament, yes/no
  - 3.) Time of shot gun start.
  - 4.) Snacks, beverages?

- 5.) Tee Prizes, golf balls, etc.
- 6.) Awards, Longest Drive, men & women, Closest to the Pin men & women, first, second and three place.
- Decide whether you want to stuff Tee bags with snacks or lay out snacks on tables for golfers to help themselves.
- Chairperson and Vice Chairperson contact committee members confirming they are attending convention and able and willing to help with Golf Tournament.
- Obtain names and phone numbers of all the necessary Golf Course personnel.
  - 1.) Head Golf Pro
  - 2.) Golf Course Tournament Director
  - 3.) Golf Course Catering personnel
- Make arrangements to meet with Golf Course Tournament Director day before Tournament to go over tournament details, Longest Drive hole, Closest to the Pin holes, etc.
- If Golf Tournament is off sight of convention facility confirm transportation arrangements.
- Confirm Tee Box Sponsor signs are being made and will be available at the convention.
- After Tournament entry deadline check all entries and make foursomes out of all Non-foursome groups. The Golf Course Tournament Director can also do this.

### **Convention Responsibilities:**

- Check supply room for snacks and beverages to be use at Golf Tournament. Make arrangements to get snacks and beverages to Golf Tournament sight.
- Check Tee Box Sponsor signs making sure all Sponsor signs have been printed and are available.
- Meet with Golf Tournament Director at the Golf Course finalizing arrangements
  - 1.) Golf Course Tournament Director teams up all non-foursomes entries.
  - 2.) What holes will be used for Longest Drive and Closest to the Pin.
  - 3.) Arrange for Tournament check –in tables.
  - 4.) Arrange for snack or goodie bag tables.
- Need committee members to check in golfers and hand out tee bags.

- Attend all Chairperson and Vice Chairperson meetings.

**Post Convention Responsibilities:**

- Chairperson and Liaison compiles a recap for the Spotlight highlighting successes, issues, and challenges.
- Recommendations for future Chairperson, Vice Chairperson and committee members can be made and sent to Spotlight.
- Thank You notes should go out to all volunteers.