

## How to organize my...

# Golf Tournament

### Get a committee together

Ask a few family members or friends to help organize the tournament. You will appreciate the help!

### 6 months or more prior to event

Set the tournament date and location and develop a preliminary budget. Get in touch with FARF to set up a page on our website to register participants, accept donations & share event details. Create a project timeline and volunteer job list. Solicit sponsors and/or donations to help absorb event costs for venue fees, prizes, food, equipment, etc. Offer to publicize your sponsors and let FARF know who they are so they can be thanked.

### 4 months or more prior to event

Be sure that your contract with the golf course is in order. Finalize the tournament format and ask the golf course about any necessary insurance.

Publish a registration cut-off date, complete registration and prepare a registration list.

Consider designing a tournament logo and enlisting a photographer for the event. Establish player registration procedure(s). Prepare and send invitations.

Prepare any signage. Build your publicity through press releases, flyers, announcements, emails, and/or invitations. Proofread all materials carefully before they go out.

### 1 month or more prior to event

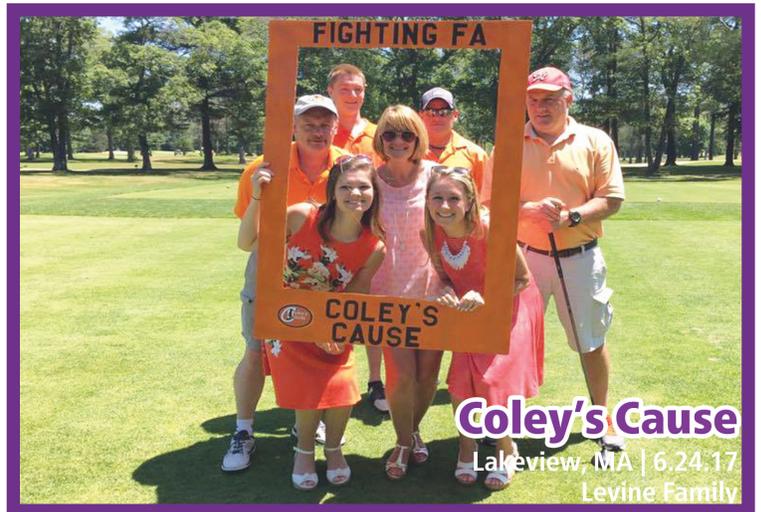
Finalize tournament rules and agenda. Finalize sponsors, donations, and photographer. Order tournament shirts.

### 3 weeks prior to event

Send confirmation to registrants. Select and finalize food and beverages. Prepare swag bags.

### 1 week or more prior to event

Meet with course management and finalize all course arrangements. Walk through each moment of the event with your volunteer committee well in advance. Consider the smallest details—people will park here, enter here, etc. Prepare a script for opening and closing the tournament. Be sure to tell participants why they are there and how they are making a difference. Also consider “day of” purchases, like mulligans and merchandise.



### After the tournament

Follow through with any remaining work from the event—distributing prizes, returning any rental items. Thank your sponsors and volunteers with a card or small gift. Provide FARF with a list of everyone who should receive a tax receipt thank you letter.

Share success of your fundraiser on social media & via email, including how much money was raised, how it helped those with FA, and—if it is a regular event—information for volunteers, sponsors, and potential attendees about the next tournament.

### Wrap-up meeting

Plan a final meeting with your planning/volunteer committee soon after the event to go over what went well and what could be improved. Consider making this a party-style meeting to thank everyone for their time and effort and to celebrate the success they made happen. Even if you expect this was a one-time event, this meeting is a great final thank you for your volunteers. You will gain valuable information for holding any future event or assisting others with theirs.

*\*Note: The management of your golf course may be very helpful with preparations.*

**Consult the FARF Fundraising Toolkit for more helpful tips & forms to make your planning easier and your event more successful!**

**Available at [www.fanconi.org](http://www.fanconi.org), by calling 541.687.4658 or by emailing [info@fanconi.org](mailto:info@fanconi.org)**