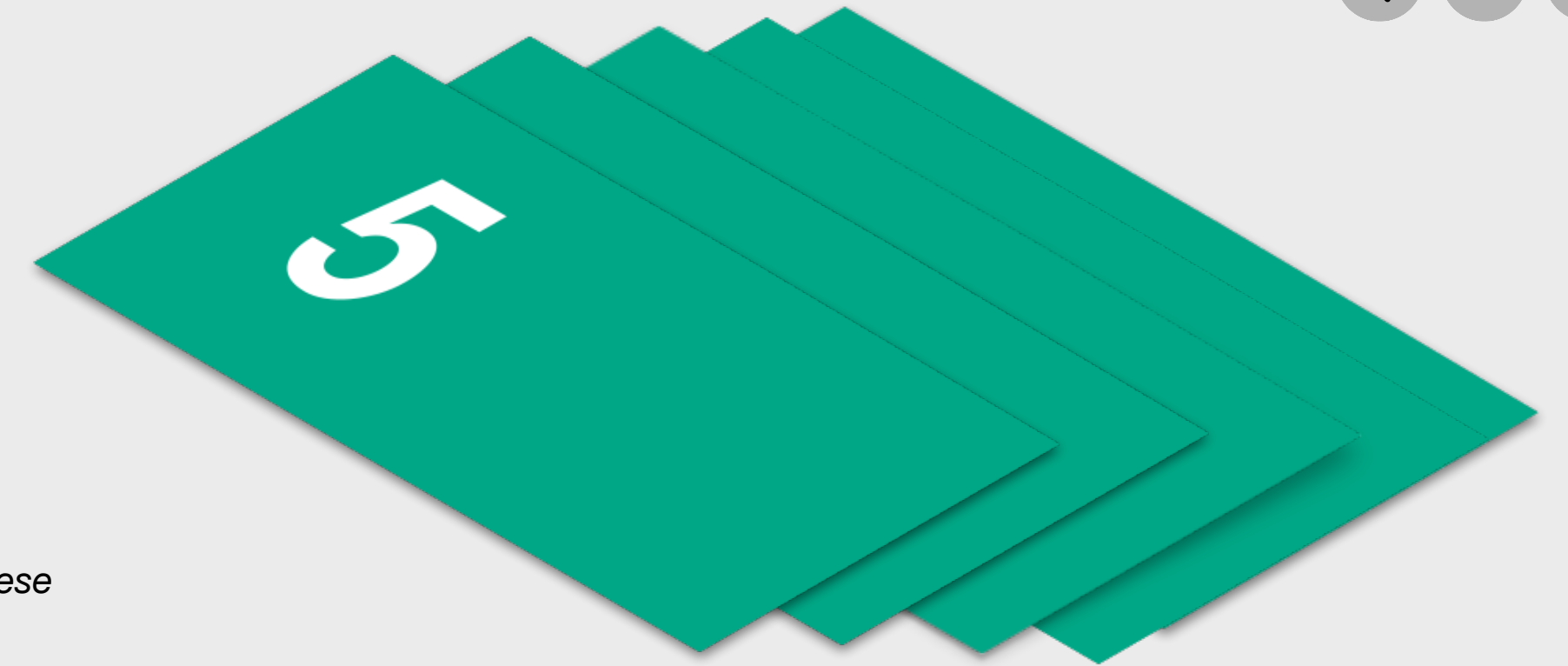
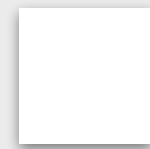


# Step 5 - Event Week

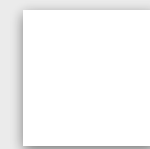


Please find listed below the recommended actions that you need to take during this step of implementation:



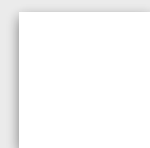
## Check Compliance Information

*You may have new participants sign up to your camps since communication week and you need to make sure all of these have had the important compliance documents and received the event information.*



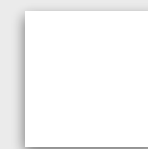
## Chase Compliance Information

*You should collect the compliance information prior to the date of your camp. You don't want to be dealing with all this on the day Chase all parents who received this documentation during communication week.*



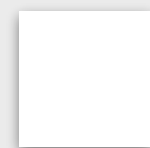
## Communicate Camp Information

*Use the camp information template in the Communication section of the Training Hub. This should detail everything the parent needs to know about the camp and include further program information.*



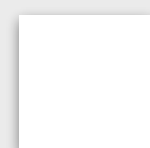
## Distribute the Parent Overview Guide

*Send to your participants the Overview guide so they can understand the Crush It Program. You will find these in the Communications page.*



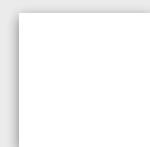
## Chase and Reconcile Payments

*You need to ensure all participants have setup payments for the camps and this is reconciled on your micros and GLF.Locker.*



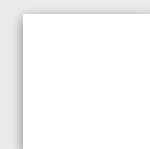
## Review Camp Plans, Timetables & Print your Register / Tally Sheet

*Navigate to the Resources section within the Junior Camps page and download the Camp Plan across the three options and days. You can use this to plan your camp across each day. You should also print the Register and Tally Sheet for the Crush It Games element.*



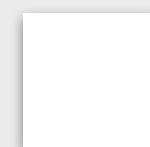
## Review your Camp Plan with your Venue

*Make sure everything is in place for your event by ensuring you have your golf course access organised for full day camps, a place in the clubhouse for lunch, food choices for each child and a space to hold the end of the camp award ceremony.*



## Organise your Event Awards

*Your camp should include a short award ceremony on the final day of the camp to recognise success of those involved in front of their family.*



## Organise your Promotional Material

*A key part of the camp is providing parents with promotion material about your Crush It Junior Monthly and other Junior Camps you have running. Make sure you have this ready for your event.*