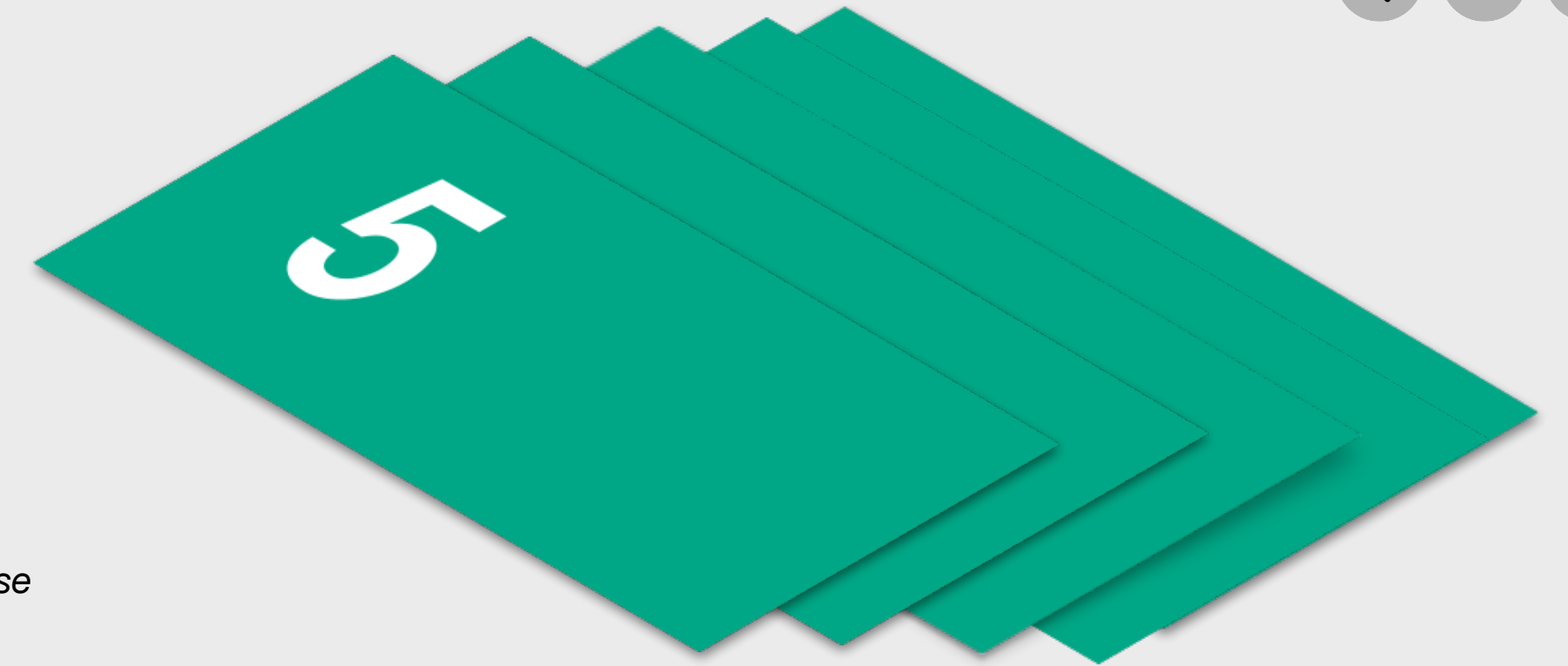


Step 5 - Event Week

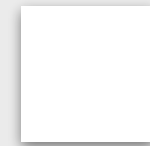


Please find listed below the recommended actions that you need to take during this step of implementation. This stage is all about getting prepared for your event so you are organized on the day.



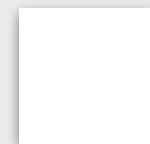
Check and chase compliance information

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



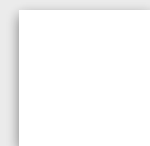
Communicate event information and compliance documents

Use the event information template in the communication section of the Training Hub. This should detail everything the parent needs to know about the event.



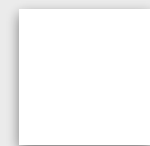
Chase and reconcile payments

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



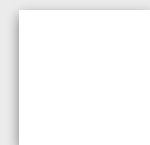
Review event plan

Navigate to the Event Resources section within the Girls Golf Experience page and download the event plan. You can use this to plan your event, including the equipment you need and what you will need to do on the day. You should plan your stations, activities and coaches delivering each activity.



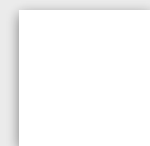
Review your event plan with your venue

Make sure everything is in place for your event by ensuring you have your golf course access organised if required and space to run your craft activity.



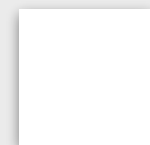
Prepare craft equipment

Your event should include a craft activity, this is for the girls to create dream boards. You should organise equipment for this including friendly sports magazines, scissors, glue sticks and presentation boards. You may prefer to ask the girls to bring some of this equipment.



Prepare yoga equipment or engage with your special guest

You may be working with the fitness clubs or an expert at your venue to be a 'Special Guest' for the yoga activity. Discuss the event with them and prepare the equipment you need. For example yoga mats for each participant.

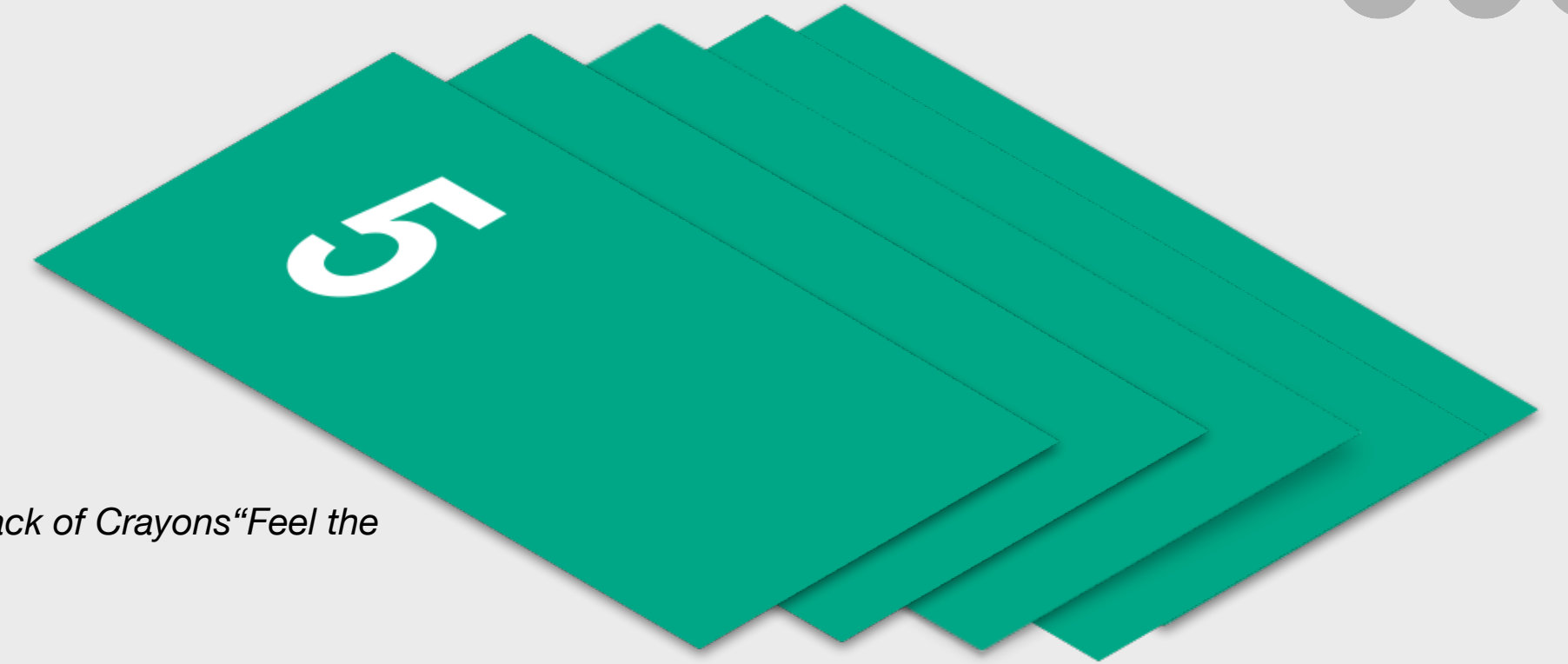


Prepare name tags

You should provide participants with name tags on the day of your event. This will help the girls to get to know each other and develop their confidence.



Step 5 - Event Week Cont...



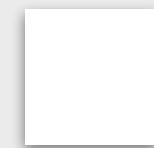
Prepare Goodie Bags

Each participant will be supplied with a Goodie Bag supplied by LPGA/USGA. This will include Logoed Snap Bracelet, pack of Crayons "Feel the Harmony" activity sheet. You should get these ready to distribute at the start of your event.



Review your Host Toolkit

You will receive a Toolkit provided by the LPGA/USGA to support the running of your event. This will include Girls Golf Experience Zinus Poster which you should have the girls sign and hang at your facility, the 5 Cones to use within your Putting Activity and a Logoed Sling bag.



Print & Prepare your Certificate of Excellence

This is supplied by the USGA/LPGA as part of your event. You should download from the Event Resources within the Training Hub and prepare a certificate for each participant.

