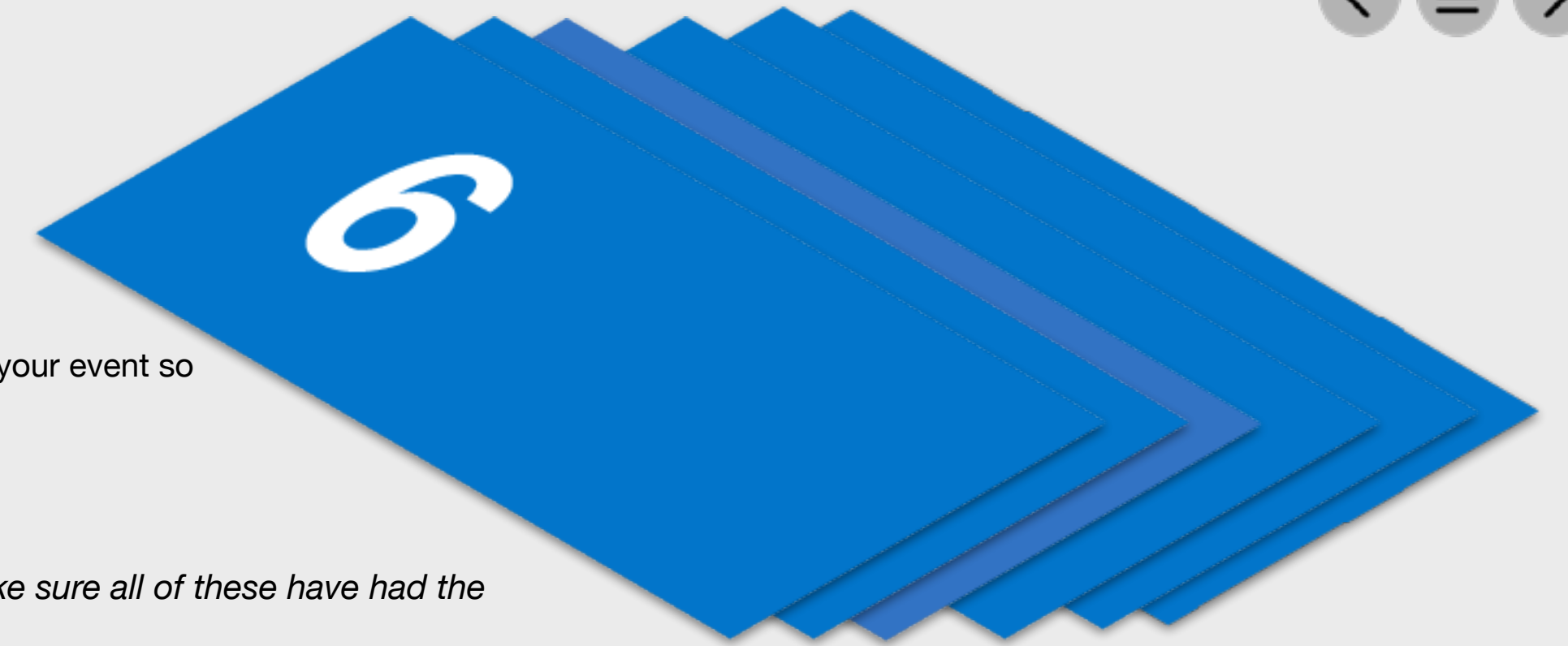
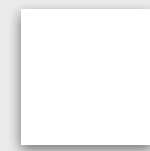


Step 5 - Event Week



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 signed 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 relevant event information.



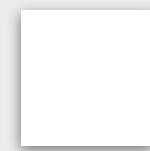
Communicate Event Information and Compliance Documents

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 and include further program information. You should ensure every participant has received this.



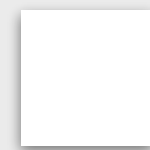
Chase and Reconcile Payments

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



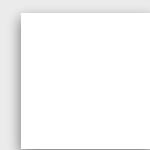
Review Your Event Plan with Your Venue, Team and Supervisors

Make sure everything is in place for your event by ensuring you have your golf course access organised if required, carts reserved for each team and space to run your award ceremony. You may also need to check other optional elements of your day such as your clinic or food and beverage.



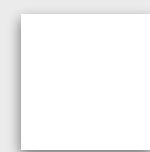
Organize Prizes

It is recommended that your event includes a short award ceremony and you may have added prizes to your event. You need to make sure you have these organized.



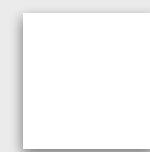
Print Your Scorecards and Scoresheets

Download your PGA Family Cup scoresheets and print these out for your event.



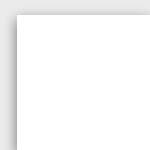
Print Your Cart Signs

Download your PGA Family Cup cart signs and print these out for your event.



Print Your Rules Sheets and Scramble Instructions

Download and print these supporting resources which you can distribute to your participants.



Communicate with Your Club Contacts

Discuss any details with your club contacts, ensuring you have access to golf course and a place to run your award ceremony.

