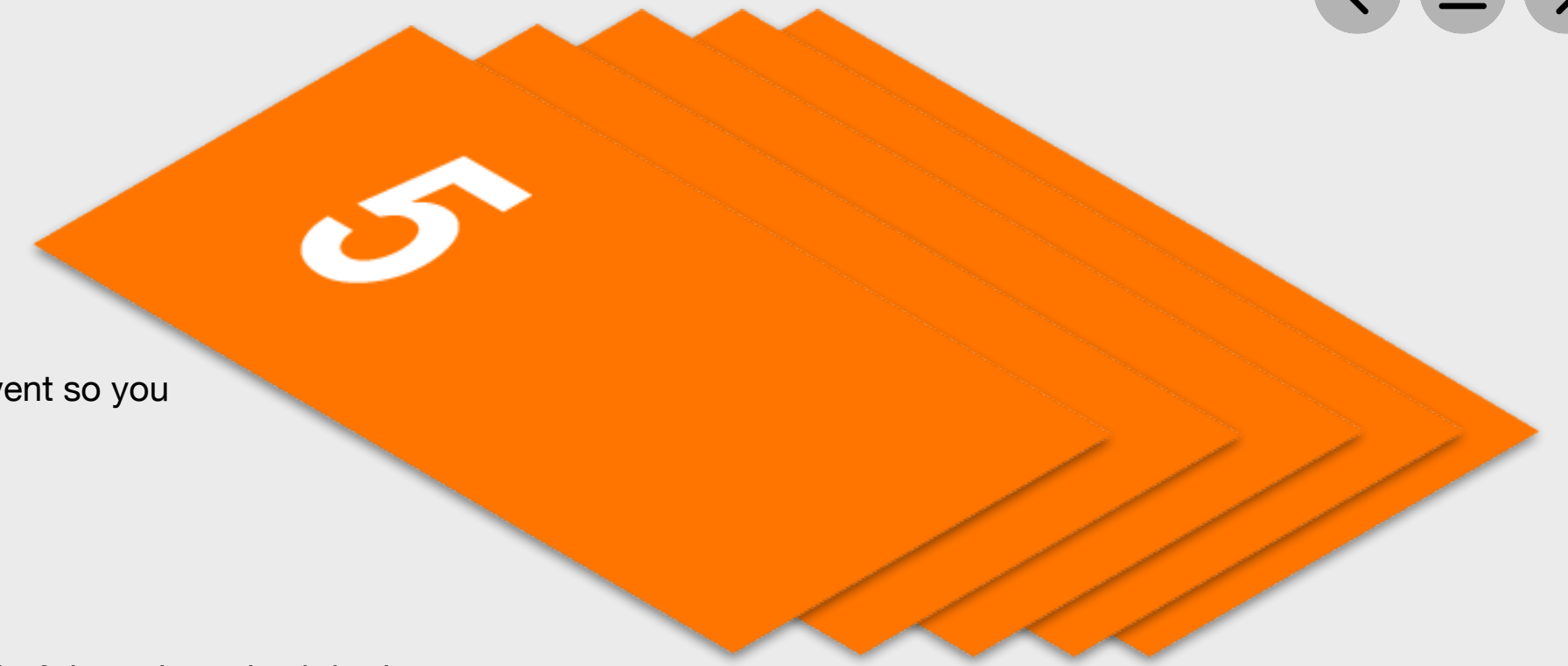
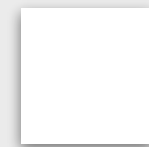


Step 5 - Event Week

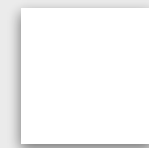


Please find listed below the recommended actions that you need to take during this step of implementation. This stage is all about getting prepared for your event so you are organized on the day:



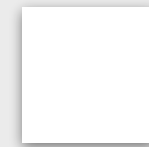
Check and Chase Compliance Information

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



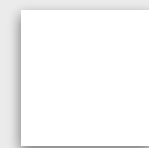
Chase and Reconcile Payments

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



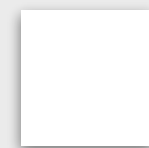
Review Your Event Plan with Your Venue, Team and Supervisors

Make sure everything is in place for your event by ensuring you have your golf course access organised if required and space to run your award ceremony. You should also ensure your coaching team is organized for the day.



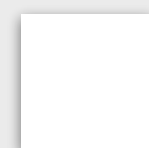
Organize Reward Elements

It is recommended that your event includes a short reward ceremony where you can distribute any Stickers, Pins and Hats. Organize the elements you need to run this part of your event effectively.



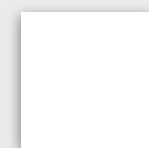
Edit and Print Super Crush It Challenges Team Scorecards

Download from the Resources page of the Training Hub the printable scorecards. Edit these with the yardages of each of the hole and print these out on card for each team to use during the event.



Organize Teams and Designate Team Captains

By now you should have an idea of the juniors who will be attending your event. You should organise the teams and assign a captain to each team to take responsibility for the scorecard, assisting others with the challenges. You should also assign a supervisor to each team.

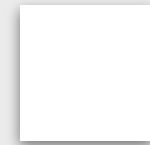
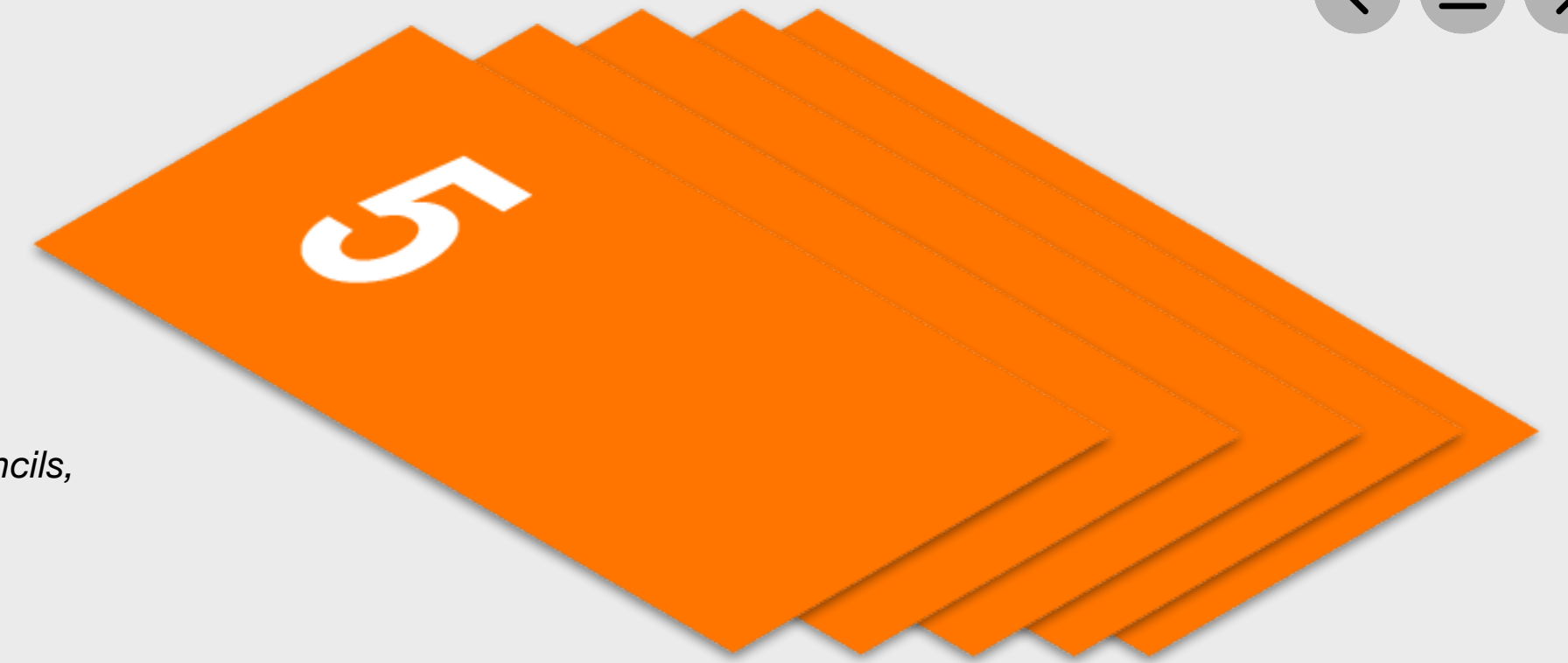


Communicate with your Club Contact

Discuss any details with your club contacts including ensure you have access to golf course and a place to run your award ceremony

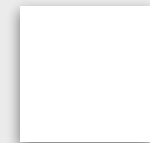


Step 5 - Event Week Cont...



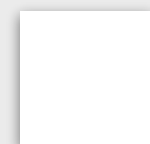
Organize Welcome Area Equipment

You should organize all the equipment you need for creating a welcome area for your event such as a table, pencils, scorecard and any equipment juniors may need.



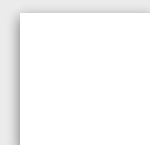
Review the Challenges Training and Materials

You should spend some time reviewing the Challenge elements of the Junior Monthly program including each of the challenges



Organize Challenge Equipment

Your equipment bag has everything you need to run a successful event and you should make sure you have all of the equipment organised for each of the challenges across the skill categories.



Produce an Event Layout

As the event provides a chance for Juniors to attempt all of the challenges across the Mastering the Game elements it is recommend you play the layout of each challenge at your facility. Guidance is provide in the challenges page on the Training Hub but you need to make sure the challenges are laid out so they are easy to follow and a safe for all participants.