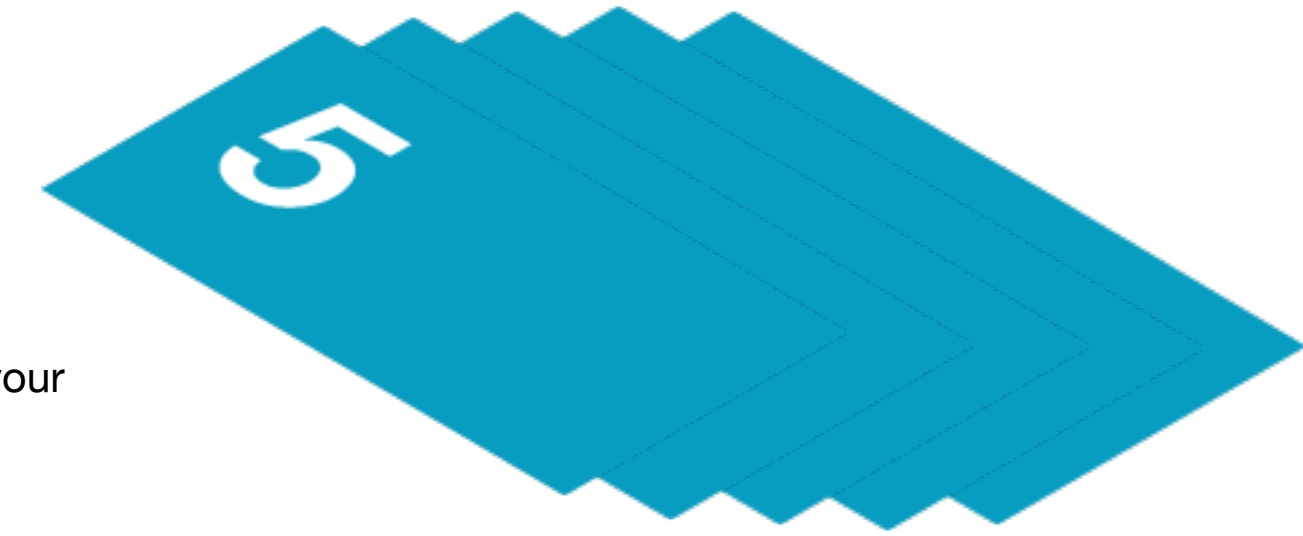


# Step 5 - Delivery Week



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:



## Communicate Event Information

Use the event information template in the Golf Schools Planning and Communication section of the Training Hub and send this to any last minute sign ups to your event. Follow the steps detailed in the Step 4 - Communication Step by Step Guide.



## 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 and Team

Make sure everything is in place for your event by ensuring you have golf course access organized if required, and access to the variety of teaching facilities. You may also need to check other optional elements of your day such as lunch for the full day golf school types.



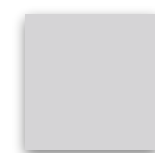
## Prepare Equipment

Your attendees may require specific equipment for the event, you should review what equipment is required depending on the needs of your attendees and the topics you will be covering during your event.



## Prepare Equipment for Games, Practice Stations and Scoring Goal Challenges

During each section of your event you should be running games and practice stations. You will require equipment such as cones, hoops and tee pegs to run these effectively. Prepare the equipment you need by viewing the event plan in the Golf School page on the Training Hub. During your event you may also provided students with an opportunity to attempt the scoring goal challenges.



## Follow On Marketing

Golf School events should act as a way to activate members and guests into further programming opportunities with you at the club. This may include attending additional golf schools, private programming and other social group programs. Ensure you have marketing collateral ready to distribute to attendees on the day.