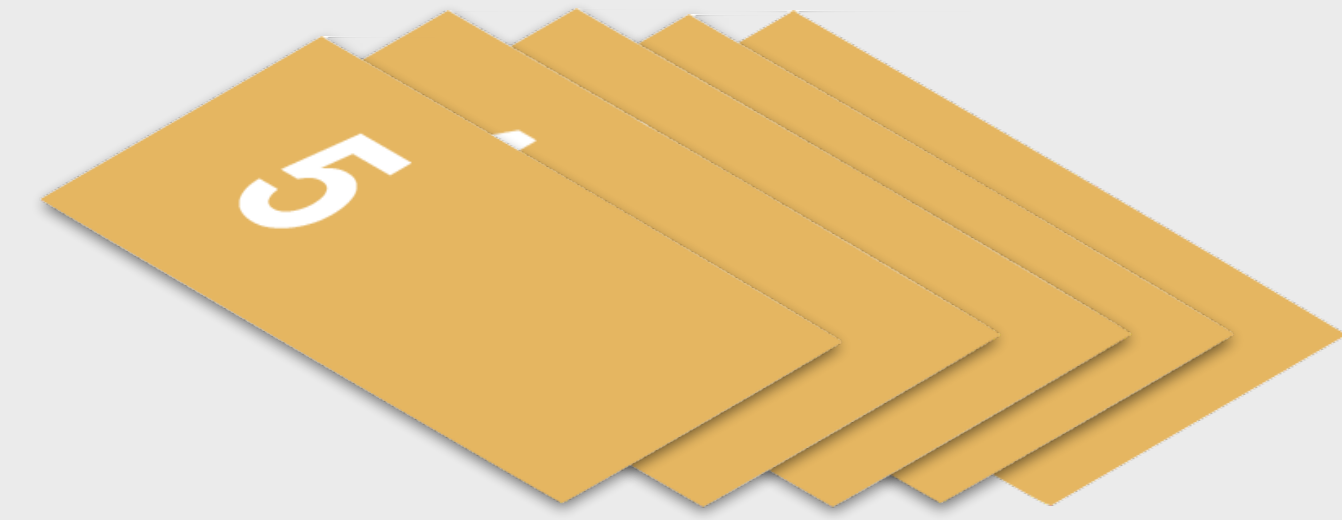
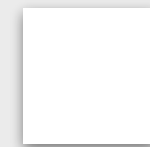


# Step 5 - Delivery Week

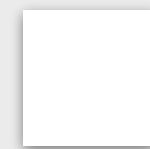


Please find listed below the recommended actions that you need to take during this step of implementation:



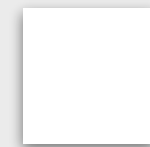
## Communicate Event Information

Use the event information template in the Game On 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 Step 4 Communication Step by Step Guide.



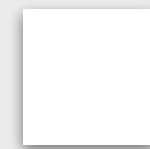
## Chase and Reconcile Payments

You need to ensure all participants have made payments for the Game On program step and this is reconciled on Micros and on your GLF.Connect system.



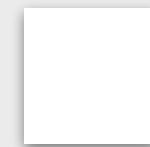
## Review your Event Plan with your Venue and Team

Make sure everything is in place for your event by ensuring you have your golf course access organized if required and access to the variety of teaching facilities depending on the duration of your event. You may also need to check other optional elements of your day such as your clinic or food & beverage.



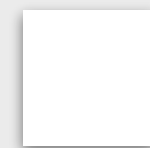
## Prepare Equipment

Your attendees may require equipment for the event and 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 and Practice Stations

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 Experience Day page.



## Organize your Promotional Material

For those learners who would like to know more before they commit to the Game On Program you need to be able to provide them with the relevant resources to take away and review. You should ensure you have marketing collateral ready to distribute to attendees on the day specifically regarding your upcoming Step 1 Game On Program.