Subject: Upcoming Game-On Course Play Event - Tee Times

Dear [Member or Guest],

Thank you for entering this week's Game-On Course Play Event, we're looking forward to seeing you out on the golf course.

Please find attached your tee time. We advise that you arrive at least 30 minutes before your tee time so you can register, pick up your scorecard and rules, allow time to warm-up, and be ready to start 10 minutes prior. Please arrive at [Insert the Registration Point]. We have provided some additional information below:

What to bring
- Golf clubs and golf course equipment if you have your own. If you need to borrow clubs please let us know as soon as possible so that we can arrange them.
- Water bottle
- Sunscreen if appropriate
- Wet weather equipment such as an umbrella

What to wear
- There is a dress code when playing the golf course and this includes:
  - [Insert your Venues Dress Code]

We anticipate a short award ceremony will take place at [insert time]. This will also be an opportunity to socialise with others participating in the event.

Let me know if you have any questions, I look forward to seeing you soon.

Many thanks,

[insert coach name]
[insert coach title/position]