

THE FIRST TEE INVITATIONAL OPS PLAN

Major Tasks	Who	Due Date	Status
Set tournament date: Wed, Apr 12 , Thurs Apr 13; Mon Apr 17; Mon Apr 24; Tues Apr 25; Wed Apr 26 Fiesta Week: Apr 20-30, 2017 \$500 refundable tournament fee to Canyon Springs GC	The First Tee/CSSMGA Chair	Oct 17	CPL Oct 12
Sign Tournament Contract with Canyon Springs Golf Course— 6:45 Show--8:00AM Shotgun Start	CSSMGA	Nov 1	CPL Oct 25
Arrange for Buffet Luncheon Service (12:00-2:00 PM)	CSSMGA	Nov 1	CPL Oct 25
Hold Initial Planning Meeting with The First Tee at 915 E Mulberry and discuss needed volunteers, committee assignments, job lists and overall Tournament Ops Plan	The First Tee/CSSMGA	Oct 27, 2-4 PM	CPL Oct 25
Conduct status meeting with the First Tee at 915 E Mulberry and review Ops Plan action items and other tournament related issues	The First Tee/CSSMGA	Dec 7, 2-4PM	CPL Dec 7
Conduct second status meeting with the First Tee	The First Tee/CSSMGA	Feb 8, 2-4PM	CPL Feb 8
Conduct Final Status meeting with the First Tee	The First Tee/CSSMGA	Apr 6, 2-4PM	

Subordinate Tasks	Who	Due Date	Status
Develop primary budgets--The First Tee---TBD/CSSMGA \$971 est* does not include \$500 refundable Canyon Springs Tournament Fee	The First Tee CSSMGA	Nov 15	TBD CPLNov4
Create volunteer job list/committees Sponsor Solicitation (Major/Individual Holes)- All Team Registration (On-site)- Pat Allmon/CSSMGA Ladies Gp Hole in One Contest/Cost/Validation- Dwight Allmon Signage (Donated/Price Reduction/Printing)- Craig Larsen Update/Finalize Invitee/sponsor lists- Pat Allmon/Elton Hudgins Putting Contest for First Tee members-TBD Goody Bag Prizes/Preparation- Mary Carriker/Pat Allmon et al Door Prizes- Earl Cornish Volunteer Photographer— Earl Calhoun —Video TBD	The First Tee/CSSMGA	Nov 15	90 % CPL

Develop/Update Invitee/Potential Sponsor Lists (mailing addresses, email, phone numbers and POCs)—post on CSSMGA Website under the First Tee Tab	Pat Allmon/Elton Hudgins	Nov 15	CPL Dec 2
Develop one-page flyer outlining tournament details for initiating discussions with potential major sponsors, individual hole sponsors and team sponsors	Mary Carriker Elton Hudgins	Nov 15	CPL Nov 6
Ensure all checks/credit card invoices are made out to the First Tee and received prior to tournament start date	Mary Carriker Elton Hudgins	Nov 15 & Mar 27	CPL Nov 6
Ask all CSSMGA (based upon personal relationships) to contact potential sponsors. Coordinate with The First Tee	Bob Barnhardt/Elton Hudgins	Dec 1-Jan 1	CPL Dec 1
Develop formal sponsor/invitation letter (for use after personal contact) Note: May not be required due to flyer design	Elton Hudgins Mary Carriker	Dec 1-Jan 1	CPL Nov 6
Solicit 100% signage donation and/or reduced prices for all on-course requirements	Craig Larsen	Dec 1-Feb 1	CPL Jan 25
Set up Prize Donation Committee—solicit items for use as door prizes during awards luncheon	Earl Cornish	Dec 1-Mar 15	On-going
Set up Goody Bag Committee—The First Tee obtains items for inclusion in each bag/CSMGA Ladies Gp procures bags, fills each and provides to players during registration	Mary Carriker/Pat Allmon	Dec 1-Mar 15	On-going
Ensure tournament info is made part of First Tee and CSSMGA websites	Mary Carriker/Tony Adamcik	Jan 10 First Tee TBA	CSSMGA CPL Dec 2

Develop and release press releases—30,60,90 days before tournament	Elton Hudgins/Mary Carriker	Jan 15, Feb 15, Mar 15	CPL Jan 12
Develop schedule for CSSMGA member contact of potential sponsors from list posted on the CSSMGA website	CSSMGA Bd Members Elton Hudgins	Feb 1	CPL Jan 15
Send out sponsor solicitation/invitation letters and/or flyers with 20 day RSVP reply date (as required if personal contact hasn't occurred)	TBD	Feb 1 & Feb 20	
Follow up with phone calls/personal contact	TBD	Feb 20-30	
Name Honorary celebrity sponsor	The First Tee	Feb 15	
Name Honorary PGA celebrity sponsor	The First Tee	Feb 15	
Order 8x11 walnut plaques with Plexiglas cover from Presenta Plaque (\$214.50 for 26 team plaques)—surplus of 2 plaques	CSSMGA	Mar 1	
Develop digital award certificates with First Tee Logo (for use with team and major sponsor plaques)	The First Tee	Mar 1	CPL Jan 15
Order 8x11 walnut plaques with Plexiglas cover from Presenta Plaque (\$107.25 for 13 major sponsor plaques)—15 plaques available	CSSMGA	Mar 1	
Finalize door prizes for awards luncheon	Earl Cornish	Apr 1	
Arrange for hole-in-one insurance and ensure validation table is set up and manned during tournament	Dwight Allmon	Mar 15 & Apr 11	

Finalize all items for Goody Bag	Pat Allmon Mary Carriker	Apr 1	
Arrange for Luncheon Guest Speaker/Awards Presentation	Mary Carriker	Apr 1	CPL Feb 1
Prepare list of special invitees for lunch--\$8 nominal lunch cost	The First Tee/CSSMGA	Apr 1	
Set up April 12 putting contest for First Tee Patrons	TBD	Afternoon Before Tournament Day Apr 11	
Set up registration tables Hand out goody bags Sell Mulligans (Max of 2 for \$10) Sell door prize tickets to each player (\$5 each/3 for \$10)	Pat Allmon and CSSMGA Ladies Gp	6:15AM- Tournament Day Apr 12	
Develop signage/flyer listing all teams and major/individual hole sponsors	Craig Larsen	5 Days Before Tournament Day Apr 7	
Print cart signs with individual names/team name	CS Golf Course	2 Days Before Tournament Day Apr 10	
Ensure placement of closest to the pin and longest drive markers on course prior to 8:00AM)	CS Golf Course	Tournament Day Apr 12	

Arrange for Signage placement (major/individual hole sponsors) on tee boxes prior to 8:00AM	CS Golf Course/Craig Larsen	Apr 12	
Ensure signage listing all major sponsors is readily visible during awards luncheon	Craig Larsen	Apr 11	
Prepare Tournament Summary Score Sheets for Award Presentations and Door Prizes During Lunch	CS Golf Course	Tournament Day Apr 12	
Write Thank You Letters to all major/individual hole sponsors and team participants	Elton Hudgins/Mary Carriker	Apr 17	
Develop and send out news release outlining major details of the tournament (winners, closest to the pin, longest drive)—Post on both The First Tee and CSSMGA Websites	Elton Hudgins/Mary Carriker	Apr 12-13	
Place all tournament photos on CSSMGA/First Tee websites and make available for download	The First Tee Tony Adamcik Earl Calhoun	Apr 17	