O.C. GOLF EVENTS

Golf Tournament vs. Golf-A-Thon Planning Comparison

Sample Planning Task	Golf Tournament	Golf-A-Thon
Form a committee and create task assignments	❗ Necessary	🚫 Not Required
Sell sponsorships and foursomes	‼️ Critical	🚫 Foursomes Not Required
Recruit volunteers and event staff	12 - 24+	0 - 6
Determine contests and secure contest insurance (added $)	❗ Necessary	Included in Golf-A-Thon Package 🙌
Order merchandise	Time Consuming + Expensive 🤑	Can be done online and shipped to recipients 💻
Develop event collateral including check-in sheets, foursome cards, course maps, floorplans, event programs, etc.	❗ Necessary	Production Team Handles ✅
Arrange for event items including tents, tables, chairs, extra golf carts, A/V equipment, etc.	❗ Necessary	Production Team Handles ✅
Determine registration logistics and outline procedures	Detailed / Complex 😵	Production Team Handles ✅
Organize auction and/or opportunity drawing logistics	❗ Necessary	Online Optional 💻 (Same day or separate)
Develop your planning timelines & run of show (day-of timeline)	Complex 😵 (Numerous activities)	Production Team Handles ✅
Prepare volunteer lists & assignments	Numerous Shifts & Tasks	Production Team Handles ✅
Manage golfer pairings and shotgun assignments	Complex 😵 (Constantly changing, lots of golfers)	Simple 👍 (Minimal # of golfers, not many changes)
Manage day-of event registration	1 - 2 Hours ⌛	Can be completed in less than 1-hour 💨 (Production Team can manage)
Payments & deposits to golf course, production team, vendors	3 - 8 Payments	1 - 2 Payments