

Locust Hills G.C. Outing Check-List

Book Golf Outing

- Setup outing date and time with Locust Hills
- Return email contract to officially book outing
 - Note: **Contract must be returned to book outing**
- Set price and deadlines for registration
 - Tip: Make a special price for early registration

Marketing

- Make Outing Flyer to promote outing
- Promote outing through email, Facebook, etc.
- Start contacting sponsors
 - Sponsors can donate money, prizes for raffle or proximity pins, sponsor lunch, etc.
- Extra meal tickets can also be sold- an easy way to make extra money!

Golfer Registration

- Download golfer registration form
 - Makes submitting golfers to LHGC a snap!
 - Tip: be sure to get contact information to contact players this year & next year

Keep Numbers Updated

- Keep numbers update with Locust Hills
 - You will receive periodic emails to update numbers when needed. Please return these right away so LHGC can better manage your golf outing

One Week Before Outing

- Turn in final golfer list
 - Locust Hills will set starting holes, make cart sign, and scorecards with golfer list
- Finalize proximity pins
 - Pins can be submitted to LHGC through an email you will receive
 - Tip: Locust Hills recommends Closest-to-Pin and Long-Putt over Long-Drive. Long-Drive is usually a competition between a couple golfers. Long-Putt and Closest-to-Pin can be won by anyone.
 - Tip: Instead of buying Hole-In-One insurance, save the money for another door prize. Someone is guaranteed to win!

Day of Outing

- Arrive at course to begin registration
 - Locust Hills will have a table setup for you with starting holes and names of golfers to make registration easy
- Check-In Golfers
- Give rules (format, tees to be played, etc) Locust Hills will assist.
 - Tip: To speed-up play (for large groups or if you desire to play faster) LHGC recommends a 2-putt maximum. This speeds up play and doesn't affect the winner
- Give final numbers of golfers and number eating (amount to be billed)
- Setup door prizes before golfers arrive
 - Tip: Draw winners while golfers are out golfing
- Enjoy the food and announce winners
 - Outings usually eat 5 hours after start

Post Outing

- Rebook for next year
 - Outings can book up to one year in advance
- Send Thank-You letters to sponsors and golfers
- Keep records on golfers, sponsors, etc. to make next year easier to run

