

Convention Committee Form

**Golf Committee
Committee Purpose**

**Year: 2016
Organize convention golf tournament and awards- coordinate with special event committee**

Convention: WAFC

Committee Members:	Name	Company	e-mail	Phone
Liaison	Dave Whitbeck	Manzana Products	Dwhitbeck@manzanaproductsco.com	707-236-2343
Chairman	Michael Woolery	Will's Fresh Foods	michael@willsfreshfoods.com	510-875-1523
Vice Chairman	Karl Konrad	Co Sales NorCal	kkonrad@co-salesnc.com	925-973-6180
Member at large				

Timeline:

Pre-convention tasks	Timing	Who is responsible	Comments
Confirm location, date and time with Illuminator Tailite	4-6 months before	Golf chairperson	
Develop flyer/registration form	4-6 months before	Golf chairperson with Angela Tye	triple check for accuracy
Develop golf committee to include check in (2), signs (1) refreshments (1) and photographer (1)	3 months before	Golf chairperson	golf chair and vice-chair are encouraged to play in the event
Get primary and secondary contact information for golf course personnel	3 months before	Golf chairperson	
Secure Beer sponsors	3 months before	Chair, vice chair, Liaison	
Communicate with Angela Tye to ensure golf flyer goes out to the members	2 months before	Chair, vice chair, Liaison	
work with WAFC to get retailers that need sponsors	2 months before	Chair, vice chair, Liaison	
Update signage if needed	2 months before	Golf Chairperson	2 sponsors for CGA and 3 for WAFC
communicate with Supply committee about beverages for tournament	1 month before	Chair, vice chair, Liaison	Need at least 10 cylindrical coolers to be staged on the course- multiple brands confirmed by Illuminators.
communicate with Supply committee about goodie Bag items for tournament	1 month before	Chair, vice chair, Liaison	
Open communications with Food and Beverage person at course	1 month before	Chair, vice chair, Liaison	Develop plan to get these to the course and back to supply room immediately after the event ends (that day). You may have to rent a van, if so contact Tailite for budgeting. Work with contact at golf course to confirm ability to do a product swap- Typically Illuminators donate 1.5-2 cases of product for every case stocked into the cylindrical coolers. Determine if the course has a preference for Pepsi or Coke products.
Touch base with Tailite on Amex cards for prizes			second (\$50 each), \$100 for third (\$25 each). \$100 each closest to pin winners (men and women), \$100 each for long drive winners (men and women).
draft rules for tournament	1 month before	Chair, vice chair, Liaison	
Contact WAFC or CGA liaison to get list of retailers that are looking for sponsorships- keep confidential	1 month before	Chair, vice chair, Liaison	We encourage Illuminators to invite retailers themselves.
Begin to pair foursomes	1 month before	Chair, vice chair, Liaison	
Arrange transportation of beverages, goodie bags and coolers to the course	1 month before	Chair, vice chair, Liaison	
arrange crew to stuff goodie bags	1 month before	Chair, vice chair, Liaison	

Advise Pro of number of golf rental clubs needed,	2 weeks before	Chair, vice chair, Liaison	Advise Pro on how to determine winners (tabulate all scores best to worst and divide into thirds. For example if there are 30 foursomes, the top tier would have the 10 best scores, second tier the next 10, etc. Team at top of each tier is a winner. Ties are broken with a "card-off" starting at hole 18 and working backwards. A team with the lower score than others on 18 is the winner of that tier.
Make sure all players have paid in full and contact them if they have not.	1 week before		
Convention Tasks			
get beverages, goodie bags and signs to course	Day before	chair, vice chair, liaison, volunteers	
make personal contact with pro and F&B person	Day before	Chair, vice chair, Liaison	
stuff Goodie Bags	Day before	chair, vice chair, liaison, volunteers	Notify supply room chairperson that golf committee will stuff the bags the day prior to the event. Fill 1 bag for each player and 10 for walk-ups, and golf course staff)
Sort p[layer lists into two sheets listing their starting hole- alphabetical by last name and by starting hole number. Give a copy to the Golf course.	Day before	chair, vice chair, liaison, volunteers	
golfer registration	Day of	chair, vice chair, liaison, volunteers	
Make sure coolers are position every other holed on course	90 minutes prior to event	Golf chair, vice chair	confirm that golf course staff with re-ice the coolers during event.
Arrive 90 minutes prior to event start	90 minutes prior to event	Golf chair, vice chair	put signage at registration table, etc.
Plan what you will say at the event		Golf chair, vice chair	thank your committee and everyone who came out to play, beer and soda companies who donated and remind players that much of the proceeds for the event helps support the Illuminator Scholarship Foundation. Thanks the Golf Course pro and his staff (by name).
CGA		Golf chair, vice chair	Prizes awarded during lunch after golf
WAFC		Golf chair, vice chair	Prizes awarded at the Special Event and Awards lunch on Tuesday of convention
Post tournament awards	as appropriate for each convention see above	Golf chair, vice chair	Thanks the committee by name, the beer sponsors, call winners up- closest to pin, Long drive, third, second and first place
Post Convention:			
	May -June 2016	Chair	If you have questions get number from Tailite
Update the "How To" spreadsheet as needed	May -June 2016	Chair	
Complete the event evaluation form	4/31/16	Chair	submit to officers