TARGETED POSSIBILITIES

Charity golf tournament planning checklist

Event: _____ Date: _____ Chair: _____

Assign an owner and deadline to each task. Check off items as they are completed. Adjust timing to fit your event.

01 | 6–12 months before

Done	Task	Owner	Due
[ ]	Set net fundraising goal and identify beneficiaries	_____	_____
[ ]	Assign committee roles and review prior event results	_____	_____
[ ]	Reserve course, date, format and field size	_____	_____
[ ]	Confirm course costs, inclusions and cancellation terms	_____	_____
[ ]	Build budget and estimate break-even team count	_____	_____

02 | 4–6 months before

Done	Task	Owner	Due
[ ]	Identify audience and set inclusive registration pricing	_____	_____
[ ]	Build sponsorship packages and start outreach	_____	_____
[ ]	Select activities; review safety, timing and vendor fees	_____	_____
[ ]	Confirm contest, raffle and donation compliance	_____	_____
[ ]	Launch registration and prepare marketing materials	_____	_____

03 | 2–4 months before

Done	Task	Owner	Due
[ ]	Track paid teams, sponsor commitments and revenue	_____	_____
[ ]	Recruit volunteers and confirm vendor agreements	_____	_____
[ ]	Promote through sponsors, past players and supporters	_____	_____
[ ]	Review budget, registration progress and field capacity	_____	_____

Event execution & follow-up

Event: _____ Date: _____ Chair: _____

Assign an owner and deadline to each task. Check off items as they are completed. Adjust timing to fit your event.

04 | Final 30 days

Done	Task	Owner	Due
[ ]	Confirm player names, payments and sponsor artwork	_____	_____
[ ]	Agree on hole assignments, activity rules and pace targets	_____	_____
[ ]	Order gifts, signage, prizes and confirm meals	_____	_____
[ ]	Prepare weather, emergency and cancellation procedures	_____	_____
[ ]	Assign volunteers and create a simple check-in process	_____	_____

05 | Tournament day

Done	Task	Owner	Due
[ ]	Brief volunteers, course staff and vendors	_____	_____
[ ]	Check in players, distribute gifts and direct to practice	_____	_____
[ ]	Communicate rules, safety procedures and start time	_____	_____
[ ]	Monitor bottlenecks, activity participation and revenue	_____	_____
[ ]	Capture sponsor photos and thank players at awards	_____	_____

06 | Within 1–2 weeks after

Done	Task	Owner	Due
[ ]	Reconcile revenue, expenses and net proceeds	_____	_____
[ ]	Send sponsor and volunteer thanks; share impact	_____	_____
[ ]	Survey players and review pace and check-in delays	_____	_____
[ ]	Record lessons learned and begin next year’s planning	_____	_____

Resources: Tournament revenue calculator | targetedpossibilities.com