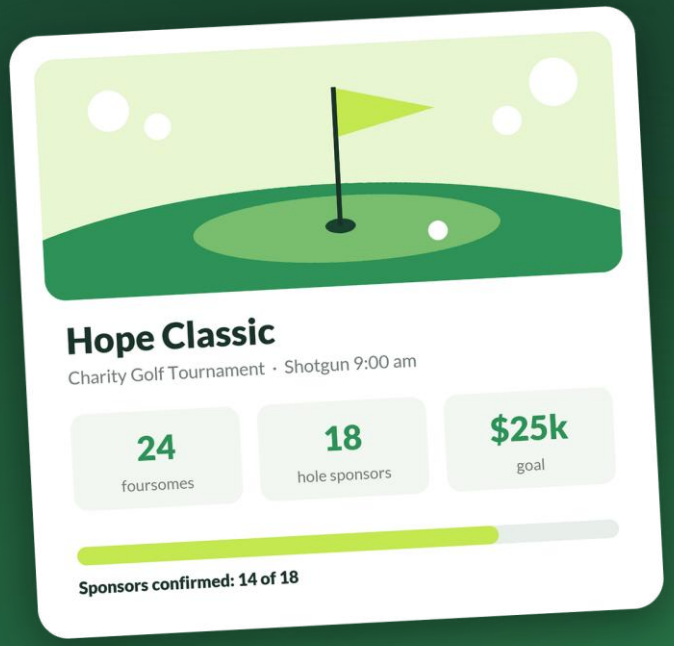
GalaBid

FREE GOLF TOURNAMENT CHECKLIST

Golf Tournament *Fundraiser Checklist*

Plan, sponsor and run a charity golf day that raises more. Budget, sponsorship levels, a timeline, add-ons, volunteers and a run sheet.

PLAN · SPONSOR · PLAY · THANK



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START HERE

How this kit *works*

A golf tournament raises funds three ways: golfer fees, sponsors and what you add on the day. This kit covers all three.

Inside this kit

01 **Basics and budget**
Your tournament details and a goal worksheet

02 **Sponsorship**
Levels, a sponsor tracker and a sponsor ask

03 **Planning checklist**
Everything from 6 months out to the day before

04 **Raise more on the day**
Contests, raffle, auction and more, plus volunteers

05 **Run the day, then thank**
A run sheet, a registration kit and a thank-you plan

Before you start: the 60-second check

- ☐ Do we have a date, a rain date and a course?
- ☐ Do we know what the course will charge?
- ☐ Who on the committee leads sponsorship?
- ☐ Which add-ons will we offer on the day?
- ☐ Do we need hole-in-one insurance?
- ☐ Do we know our state's raffle rules?

Anything in **[square brackets]** or on a _____ line is yours to fill in.

TOURNAMENT BASICS

Start with *the basics*

Agree these with your committee and the course before anything else.

Tournament name	
Date (and rain date)	
Golf course	
Format	☐ Scramble ☐ Best ball ☐ Stroke play ☐ Other: _____
Start	☐ Shotgun start ☐ Tee times
Number of golfers	_____ (_____ foursomes)
Raising funds for	
Goal	$
Tournament chair	

GOAL WORKSHEET

Work out what *you'll raise*

Add up every source of income, take away your costs, and you have your net.

Income	Number	Price	Total
Individual golfers		$	$
Foursomes		$	$
Sponsorships (page 5)			$
Contests (page 8)			$
Raffle (page 8)			$
Silent auction (page 8)			$
Donations			$
Total income (A)			**$**

Costs	Total
Course fees (greens, carts)	$
Food and drinks	$
Golfer gifts	$
Awards	$
Signs and banners	$
Hole-in-one insurance	$
Other	$
Total costs (B)	**$**

Net raised (A minus B): $_____

SPONSORSHIP LEVELS

Sell every *sponsorship*

Fill in the levels and prices that fit your tournament.

Level	Price	Number available	What sponsors get	Sold
Title sponsor	$	1	Name in tournament title, logo on all materials, foursome, speaking moment	
Lunch or dinner sponsor	$	1	Signage at the meal, mention from the MC, foursome	
Cart sponsor	$	1	Logo on every cart	
Beverage cart sponsor	$	1	Signage on the beverage cart	
Contest sponsor (longest drive, closest to the pin)	$	2 to 4	Signage at the contest hole	
Hole sponsor	$	18	Sign on one tee box	
Golfer gift sponsor	$	1	Logo on golfer gifts	

SPONSOR ASK Hi **[name]**, we're holding our **[tournament name]** on **[date]** at **[course]** to raise funds for **[cause]**. Would **[business]** like to sponsor a hole? For $**[amount]**, your sign will be on a tee box, seen by every golfer on the day, and we'll thank you on our website and social media.

SPONSOR TRACKER

Track every sponsor from the ask to the thank-you.

Business	Contact	Level	Amount	Logo received	Paid	Thanked
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
			$	☐	☐	☐
Total			**$**			

PLANNING CHECKLIST

From six months out *to the day before*

4 to 6 months before

- ☐ Choose a date (and rain date) and book the course
- ☐ Set your goal and budget (page 4)
- ☐ Form a committee: chair, sponsorship, registration, auction and raffle, volunteers
- ☐ Set sponsorship levels (page 5) and start asking
- ☐ Get hole-in-one insurance quotes for any hole-in-one award

2 to 3 months before

- ☐ Open golfer registration
- ☐ Order golfer gifts and awards
- ☐ Confirm food and drinks with the course
- ☐ Start collecting raffle prizes and auction items
- ☐ Check the raffle rules that apply in your state

1 month before

- ☐ Confirm all sponsors and collect logos
- ☐ Order hole signs and banners
- ☐ Recruit and assign volunteers (page 9)
- ☐ Set up your raffle and auction so golfers can join in from their phones

1 week before

- ☐ Confirm the final golfer list and pairings
- ☐ Create cart signs and scorecards
- ☐ Send golfers a reminder with arrival time, format and how to join the raffle and auction
- ☐ Confirm numbers with the course

Day before

- ☐ Pack the registration table kit
- ☐ Sort golfer gifts and signs by hole
- ☐ Charge phones and tablets for check-in and payments

TIP

Book next year's date with the course before you leave on the day. Popular dates go fast.

RAISE MORE ON THE DAY

Ways to *raise more on the day*

Pick the add-ons that suit your golfers, then line up a volunteer for each.

Add-on	How it works	Price	Volunteers needed	Include?
Mulligans	Golfers pay for a do-over shot	$____ each or $____ for 3	1 at registration	☐
Longest drive	Measured on one hole	Free entry or $____	1 at the hole	☐
Closest to the pin	Measured on one par 3	Free entry or $____	1 at the hole	☐
Hole-in-one award	Award for an ace on one par 3	Insured	1 witness at the hole	☐
Beat the pro	Pay to play against a pro on one hole	$____	1 pro	☐
Raffle	Tickets sold before and during the day	$____ each	2	☐
Silent auction	Items open for bidding all day, closing after play		1	☐
Golf ball drop	Numbered balls dropped from a height; closest to the hole wins	$____ per ball	2	☐

Raffle and golf ball drop note: both may be treated as raffles under your state's rules. Check before you sell tickets.

Tip: open the silent auction and raffle online a week before, so golfers (and supporters who can't play) can join in early.

VOLUNTEER ROLES

Who you need, *and when*

Assign a name to every role, and brief everyone before golfers arrive.

Role	How many	Time	Name
Registration and check-in	3 to 4	Arrival to start	
Mulligan and raffle sales	2	Arrival to start, then the 19th hole	
Contest holes (longest drive, closest to the pin)	1 per hole	During play	
Hole-in-one witness	1	During play	
Beverage cart helper	1	During play	
Photographer	1	All day	
Auction and raffle table	2	After play	
Awards and results	1 to 2	After play	

TOURNAMENT DAY

Run sheet *for the day*

Fill in the times with your course, and give a copy to every lead.

Time	What happens	Who	Done
	Volunteers arrive; set up registration and signs	Committee	☐
	Golfers arrive; check-in, mulligans, raffle	Registration team	☐
	Driving range and putting green open	Course	☐
	Welcome, rules and thank-you to sponsors	Chair	☐
	Shotgun start	Course	☐
	Beverage cart and contest holes running	Volunteers	☐
	Play ends; scorecards collected	Awards team	☐
	Lunch or dinner	Course	☐
	Silent auction closes	Auction lead	☐
	Awards, contest winners and raffle drawing	Chair	☐
	Thank you and total raised	Chair	☐

REGISTRATION TABLE KIT

- ☐ Golfer list and pairings
- ☐ Cart assignments and scorecards
- ☐ Golfer gifts
- ☐ Mulligan tickets
- ☐ QR code signs for the raffle and auction
- ☐ Pens, tape, scissors, zip ties
- ☐ Phone or tablet for payments

AFTER THE TOURNAMENT

Thank everyone, *then plan next year*

After the tournament

- ☐ Post results, photos and the total raised
- ☐ Thank every sponsor within a week, with a photo of their sign
- ☐ Thank golfers and volunteers
- ☐ Collect any outstanding payments
- ☐ Record what worked, and book next year's date

SPONSOR THANK-YOU

Hi **[name]**, thank you for sponsoring **[hole or level]** at **[tournament name]**! Together, we raised $**[total]** for **[cause]**. Here's a photo of your sign on the course. We'd love to have **[business]** back next year.

Next year notes

TAKE IT ONLINE

Take your fundraising *online with GalaBid*

Give golfers, sponsors and supporters one place online to take part.

- ✓ **Donations, raffles, auctions and event tickets**
- ✓ **Payments go straight into your own Stripe account**
- ✓ **Zoom support calls and a Campaign Health Check**
- ✓ **One campaign page to share with your supporters**
- ✓ **Help from real people by live chat, 7 days a week**

See pricing for your region: galabid.com/pricing

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