



# How to Host a Successful Golf Tournament

Organizing a golf tournament for Wounded Warriors Family Support can be a rewarding experience. By bringing together golf enthusiasts and supporters, you can raise funds to provide crucial support to our military and their families. This guide will walk you through the step-by-step process of creating a successful golf tournament that leaves a lasting impact.

## Step 1: Set Your Goals and Objectives

- Clearly define the purpose of the tournament and align it with WWFS's mission.
- Determine your fundraising target and the specific programs or initiatives the funds will support.
- Identify the desired participant count, sponsorships, and other key metrics.

## Step 2: Form a Dedicated Committee

- Assemble a team of passionate individuals who are willing to contribute their time and expertise.
- Assign roles and responsibilities like event coordination, marketing, sponsorships, logistics, and finances.
- Establish regular communication channels to ensure seamless collaboration.

## Step 3: Secure a Golf Course and Date

- Research and identify suitable golf courses that can accommodate the tournament's size and logistics.
- Contact the chosen golf course early to secure a preferred date and negotiate terms and costs.

## Step 4: Develop a Budget and Fundraising Strategy

- Create a comprehensive budget that includes expenses such as golf course fees, catering, prizes, marketing materials, and any other associated costs.
- Plan various fundraising activities, including sponsorships, player registration fees, auctions, raffles, and donations.

## Step 5: Promote Your Event

- Develop a marketing plan to raise awareness and attract participants and sponsors.
- Utilize various channels such as social media, email campaigns, press releases, and partnerships with local businesses to spread the word.
- Highlight the impact of WWFS and the importance of supporting our military families.

## **Step 6: Manage Participant Registration**

- Set up an online registration platform for easy participant sign-up and payment processing.
- Collect necessary information, such as player details, team preferences, and handicap information.
- Provide clear instructions and communicate any additional requirements or special instructions.

## **Step 7: Coordinate Logistics and On-Site Operations**

- Finalize details with the golf course, including tee times, course setup, and tournament format.
- Arrange for catering, refreshments, and any additional amenities for participants.
- Plan on-site registration, player check-in, and a seamless flow of activities throughout the tournament.

## **Step 8: Organize Prizes and Awards**

- Secure attractive prizes, trophies, and giveaways for tournament winners, raffles, and contests.
- Recognize sponsors and supporters through branded signage, acknowledgments, and public announcements.

## **Step 9: Execute the Tournament Day**

- Ensure smooth operations by having dedicated volunteers and staff to manage various tasks, such as registration, course marshaling, and scoring.
- Provide a memorable experience for participants by creating a welcoming and enjoyable atmosphere.

## **Step 10: Express Gratitude and Follow Up**

- Thank participants, sponsors, volunteers, and supporters for their contributions and involvement.
- Share the impact of the funds raised and how they will benefit WWFS's programs and initiatives.
- Gather feedback and suggestions to improve future events.



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