

COUNTRY MEADOWS SENIOR MENS GOLF CLUB

CLUB SOCIAL PLANNER CHAIRMAN

TIME TABLE OF EVENTS AND DUTIES

November

1. Arrange with the Country Meadows Golf Course a banquet schedule to coincide with our Major Tournament Schedule (Opening day, Mid-season lunch, and closing day/AGM).
2. Note: Excludes Christmas Hamper and Charity Events that are the responsibility of others.

February

1. Research and solicit proposals for the annual golf trip.

March

1. Remind executive to contact buddies.
2. Confirm number attending opening day breakfast.
3. Confirm arrangements for opening day with catering (seating, menu and costs).
4. Present a minimum of 3 proposals to the executive for the annual golf trip.

April

1. Prepare details of Annual Golf Trip for web site.
2. Put sign up sheet for annual golf trip on notice board.

May

1. Confirm number of people signed up for annual golf trip.
2. Determine tees for men and ladies at each course.
3. Prepare schedule of foursomes and tee-off times.
4. Book room for Thursday evening wind-up social.

June

1. Co-ordinate details for annual golf trip and make sure everyone has the necessary information.

July

1. Remind executive to contact buddies for mid-season lunch.
2. Confirm number attending mid-season lunch.
3. Confirm arrangements with catering (seating, menu and costs).

July and/or August

1. Reserve tee times Nine & Dine with the pro-shop.
2. Put sign up sheet for Nine & Dine on notice board.
3. Prepare schedule of foursomes and tee-off times.

September/October

4. Remind executive to contact buddies for end-season/AGM lunch.
5. Confirm number attending end-season/AGM lunch.
6. Confirm arrangements with catering (seating, menu and costs).
7. Determine budget amount required for the following year.

Monthly

1. Check with membership for anyone celebrating 90th. birthday
2. Arrange for birthday cake on nearest Wednesday to event.