

KC NAWIC Committee Pre-Event Board Report Guidelines

Committee Name: **NAWIC Golf Tournament** _____

Event Details: **Annual Scholarship Golf Tournament** _____

Event Date: **June 10th, 2019** _____

Event Time: **Volunteers at 6:30am, 8am Shotgun Start** _____

Event Location: **Adam's Pointe Golf Course** _____

Registration count to date: **88? – will have final count right before meeting** _____

Cut-off Date: **May 31** _____

Estimated profit / loss to date: **unknown at this time** _____

Request for additional budget (if applicable-requires a motion): **no** _____

Marketing assistance needed: **Posting on Social Media, Social Media to upload album later, maybe a post about Bid Beacon download?** _____

Action Plan assistance needed: **none, but may need tent for game volunteers?** _____

General comments: **we are wrapping up planning, goody bags were finished this afternoon, Bid Beacon has been purchased and we are getting information needed to the Golf Course throughout the week.** _____

Be sure to sign all board reports! Submit to Chapter President and Secretary.