

## KC NAWIC Committee Post-Event Board Report Guidelines

**Committee Name:** NAWIC Scholarship Golf Classic \_\_\_\_\_

**Event Details:** Monday, June 10, 2019 \_\_\_\_\_

**Event Location:** Adams Point Golf Club \_\_\_\_\_

**Final Registration count:** (Counts below note # received out of potential):

Foursomes: 21/36

Beverage carts/stations: 2/5

Hole sponsors: 14/36 (up to 2 per hole)

Breakfast sponsor and goody bag sponsors filled; lunch sponsor not filled. \_\_\_\_\_

**Final profit / loss:** \$15,094 \_\_\_\_\_

**Marketing recommendations:** We need to find more/different outlets to get the word out for the tournament. Registration was down this year and we are still in the process of determining the main source of the issue. \_\_\_\_\_

Action Plan recommendations: \_\_\_\_\_

**Budget recommendations** (if applicable-requires a motion): Next year, we need to consider whether we want to pay \$75/station for course to man beverage stations. They did not used to charge us to man the stations, but these are also our biggest money maker and may be worth the extra fee.

**Volunteer recommendations:** Worked out fairly smoothly this year. We had approx. 8 volunteers outside of the committee itself. Middle of the day is always challenging since it's a slow point. \_\_\_\_\_

**General recommendations for future committee chairs:** Find ways to advertise, advertise, advertise! I think I (Laura) personally could have done a better job of reaching out to individual clients/trade partners seeking additional interest. Also consider switching up games/prizes. The "day of/hour-by-hour" spreadsheet I (Laura) created helps tremendously as a "check the box" to make sure we have all our ducks in a row and the appropriate number of volunteers. Advertising needs to be a CHAPTER effort, not just a committee effort. \_\_\_\_\_

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