

Volunteer plan

Plan volunteer roles for registration, scoring, hole contests, auctions, and wrap-up.

Field note: Volunteers need a clear job, a start time, one contact person, and permission to escalate problems quickly.

Morning roles

- | | | |
|---|--------------|------|
| <input type="checkbox"/> Registration desk | Owner: _____ | Done |
| <input type="checkbox"/> Cart and QR support | Owner: _____ | Done |
| <input type="checkbox"/> Sponsor or VIP welcome | Owner: _____ | Done |
| <input type="checkbox"/> Volunteer runner | Owner: _____ | Done |

On-course roles

- | | | |
|--|--------------|------|
| <input type="checkbox"/> Hole contest monitor | Owner: _____ | Done |
| <input type="checkbox"/> Auction or raffle promotion | Owner: _____ | Done |
| <input type="checkbox"/> Photographer | Owner: _____ | Done |
| <input type="checkbox"/> Scoring support | Owner: _____ | Done |

Briefing notes

- | | | |
|--|--------------|------|
| <input type="checkbox"/> Arrival time | Owner: _____ | Done |
| <input type="checkbox"/> Station location | Owner: _____ | Done |
| <input type="checkbox"/> Key links or QR codes | Owner: _____ | Done |
| <input type="checkbox"/> Escalation contact | Owner: _____ | Done |

After-round roles

<input type="checkbox"/> Score collection	Owner: _____	Done
<input type="checkbox"/> Prize table	Owner: _____	Done
<input type="checkbox"/> Auction closeout	Owner: _____	Done
<input type="checkbox"/> Sponsor photos and thanks	Owner: _____	Done

What repeat organizers remember

- Put your calmest people at registration.
- Do not ask one volunteer to solve problems and handle a queue.
- Write the after-round handoff before the round starts.

Tip: add owner names and dates before sending this to your committee. A checklist becomes useful when someone is responsible for each line.