

Reps Checklists

| | Prior to February 1 |
|--------------------------|--|
| <input type="checkbox"/> | Submit the Hosting Rep Form found on our website |

| | 2 weeks prior |
|--------------------------|--|
| <input type="checkbox"/> | Collect tees & raffle etc from the rep of the prior event |
| <input type="checkbox"/> | Email ' wrdgaevents@gmail.com what holes should have two groups if needed |
| <input type="checkbox"/> | Send an updated rules sheet to your pro to print (found on our website) |

| | Morning of the event |
|--------------------------|--|
| <input type="checkbox"/> | Have your pro print you a list of players. One volunteer will highlight those wishing to get in the skins game & collect money from players. |
| <input type="checkbox"/> | One volunteer will run the 50/50 raffle |

| | Following play |
|--------------------------|--|
| <input type="checkbox"/> | Volunteer who is running the 50/50 should give half of the collected money to the WRDGA Treasurer. Split the remaining money into 3 prizes. Draw winners and announce. |
| <input type="checkbox"/> | Volunteer who is running the skins game should check Golf Genius and split the accounted money between skins won |
| <input type="checkbox"/> | Take a photo of the winning team and email it to wrdga@gmail.com |
| <input type="checkbox"/> | Have a printed copy of tournaments results page (found on website). Fill out this form with the assistance of your pro. Have the pro announce the winners. |