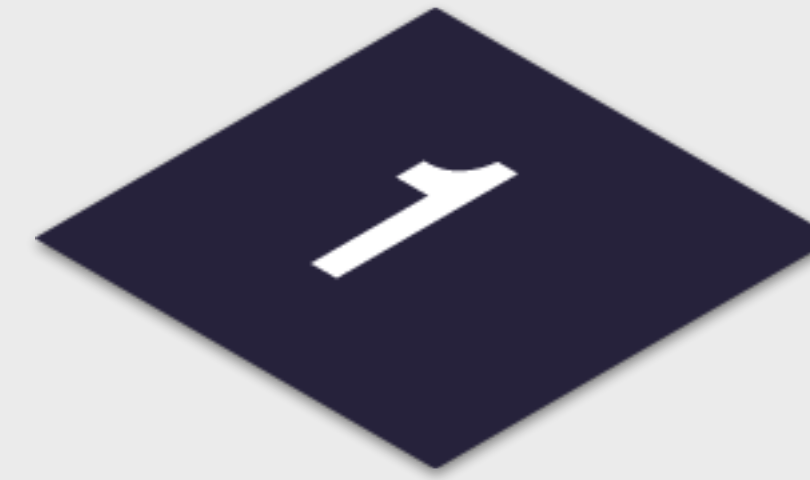


# Step 1 - Scheduling & Planning

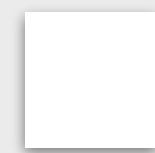


Please find listed below the recommended actions that you need to take during this step of implementation:



## Assess Facility Access

When planning your Experience Day event, ensure you can access practice facilities at your venue and discuss the event with your management team. Depending on the length of your Experience Day event, you may need to get out on the course and use an area within the club to run a short award ceremony.



## Decide on the Experience Day Duration Type

Experience Day events can range between 60 , 90 or 180 minutes in duration depending on the needs of your venue and coaching time. You should decide which event duration is suitable.



## Decide on the Size of Your Event

Decide on the number of places that are available within your event. You should only offer 8 places for each coach that can deliver your Experience Day event.



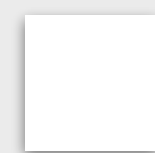
## Align Dates to your Step 1 LTPG Classes

Experience Days should drive activity into the LTPG Learner Program. Therefore when planning your event ensure it links to this program and first stage of the program. An Experience Day should run at least 2 weeks before your next Level 1 block.



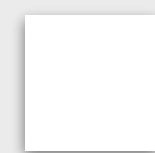
## Decide the Start Time of your Event

Decide on the start time of your event based facility access at your venue and the duration of the event you are running.



## Price your Event

Decide on the price of your Experience Day event. You can use our handy calculator within the Experience Day Page but you need to consider if your event includes lunch, refreshments, prizes or if their any chargeable elements at your venue.



## Schedule your event

You are now ready to schedule your event on the GLF. Connect system. Review the Building a Experience Day Event support video in the Experience Day page of the Toolbox.