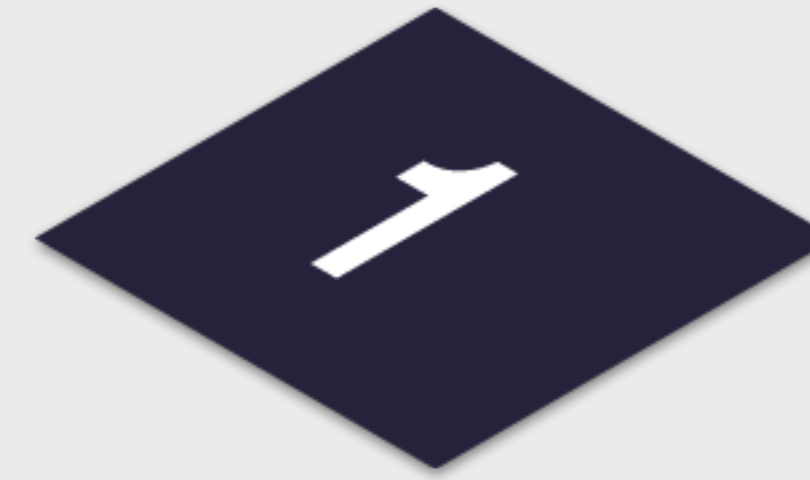


# Step 1 - Scheduling & Planning



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

## Assess Course Access

Discuss with your venue management golf course access and the preferred days and times that will be suitable to run your LTPG Course Play Event.

## Assess Clubhouse Access

You should also discuss with management to access you will need in your clubhouse so you can run your post event award ceremony and any additional requirements such as food and beverage.

## Decide on Number of Holes

After discussing golf course access with your venue, you will need decide on the number of holes adult learners will play during your event. We recommend a maximum of 9 holes but depending on your access and course layout, you may want to consider a 3 or 6 hole event.

## Shotgun Start or Single Tee Start

You should decide on the starting format of your event which will influence your event start time and duration.

## Review and Schedule your Level 1-3 Themed Classes

Your LTPG Course Play Events are a crucial addition too your 3 Level Program, offering students an opportunity to play the golf course to develop the skills they are developing in regular classes. You should ensure these classes are scheduled and then align the playing event to these classes to ensure maximum attendance.

## Decide on your Event Day and Dates

We recommend you look to schedule your LTPG Course Play Events ahead of time for your entire program year. You should aim to schedule these on a consistent day and start time considering climate.

## Decide on your Event Start Times

Depending on the daylight hours and your golf course access, you will need to decide on the start time of your event. The start time will also be influence by how many holes your event will run for and whether you are running as a single tee start or shotgun start format.

## Schedule your LTPG Course Play Event(s)

You are now ready to schedule your LTPG Course Play Events across the program year on the GLF. Connect system. We recommend you schedule each all of your events across the program year. Review the Building a LTPG Course Play Event Support Videos via the LTPG Course Play Event page.