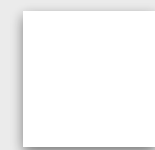


Step 5 - Delivery Week



Please find listed below the recommended actions that you need to take during this step of implementation. This stage is all about getting prepared for your golf school so you are organized on the day:



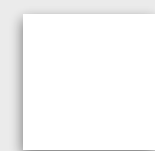
Communicate Golf School Information

Use the golf school information template in the Golf Schools page of the Toolbox and send this to any last minute sign ups to your golf school. Follow the steps detailed in Step 4 Communication Step by Step Guide.



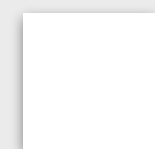
Chase and Reconcile Payments

You need to ensure all participants have made payments for the golf school and this is reconciled on your external payment system and on GLF.Connect system.



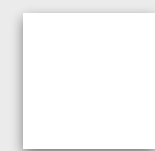
Review your Golf School Plan with your Venue and Team

Make sure everything is in place for your golf school by ensuring you have your golf course access organized if required and access to the variety of teaching facilities depending on the duration of your golf school. You may also need to check other optional elements of your day such as lunch for the full day golf school types.



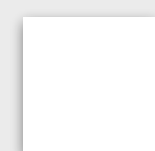
Prepare Equipment

Your attendees may require specific equipment for the golf school and you should review what equipment is required depending on the needs of your attendees and the topics you will be covering during your golf school.



Prepare Equipment for Games, Practice Stations and Scoring Goal Challenges

During each section of your golf school you should be running games and practice stations. You will require equipment such as cones, hoops and tee pegs to run these effectively. Prepare the equipment you need by viewing the golf school plan in the Golf school page. During your golf school you may also provided students with an opportunity to attempt the scoring goal challenges.



Organize your Promotional Material

Golf school should act as a way to activate members and guests into further programing opportunities with you at the club. This may include attending additional golf schools, private programming and others social group programs. Ensure you have marketing collateral ready to distribute to attendees on the day.