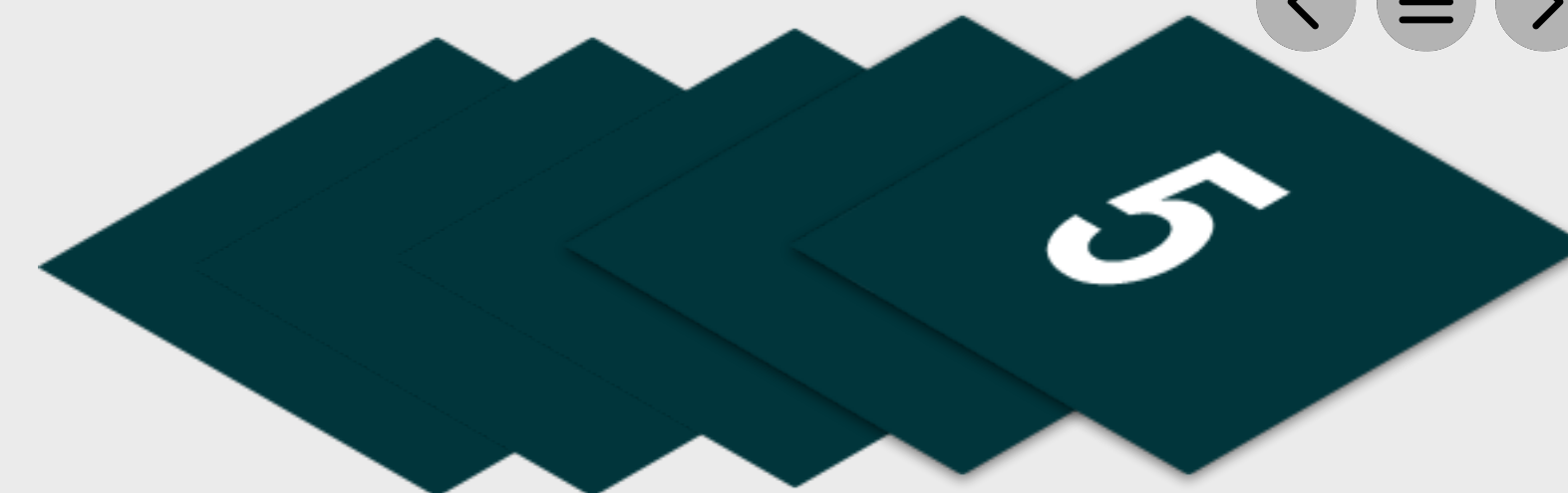
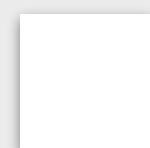


Step 5 - Event Week

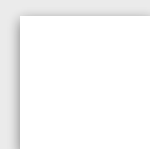


Please find listed below the recommended actions that you need to take during this step of implementation:



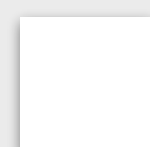
Check Sign Up Information

You may have new participants sign up to your event since communication week and you need to make sure all of these have had the important sign up information from each participant.



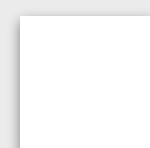
Chase Sign Up Information

You should collect all the sign up information from your student prior to the date of your event. You don't want to be dealing with all this on the day. Chase all of parents who received this documentation during communication week.



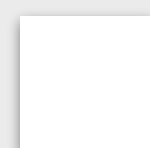
Communicate Fun Days Sign Up Information

Use the Fun Days Sign Up template in the Fun Days event page. This should detail everything the parent needs to know about the event and include further program information. You should also distribute as per the communication week the Junior Safeguarding Pack and JGA Parent Overview.



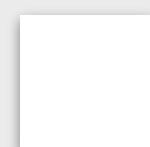
Chase and Reconcile Payments

You need to ensure all participants have made payments for the event and this is reconciled with your GLF. Connect system.



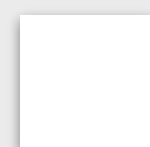
Review Event Plan

Navigate to the Junior Fun Days page and download the Event Plan which matches the duration of your event. You can use this to plan your event including the equipment you need and what you will need to do on the day. You can also use the library of resources to build your own event plan.



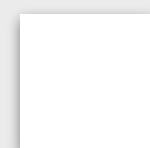
Review your Event Plan with your Venue

Make sure everything is in place for your event by ensuring you have your golf course access organised and space to hold the end of the event award ceremony as well as practice facility access.



Organise your Event Awards

Your event may include a short award ceremony to recognise success of those involved in front of their family. You should organise your event awards.



Organise your Promotional Material

A key part of the event is providing parents with promotion material about your Junior Monthly and Junior Camp programs. Make sure you have this ready for your event to distribute to those attending.