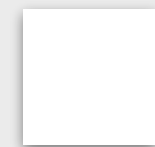


# Step 5 - Event Week

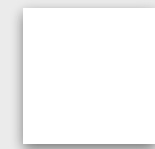


Please find listed below the recommended actions that you need to take during this step of implementation:



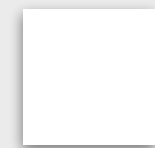
### **Communicate Experience Day Information**

Use the Experience Day information template in the Experience Days page of the Toolbox and send this to any last minute sign ups to your Experience Day. Follow the steps detailed in Step 4 Communication Step by Step Guide.



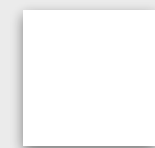
### **Chase and Reconcile Payments**

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



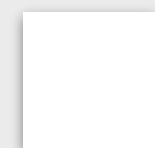
### **Review your Experience Day Plan with your Venue and Team**

Make sure everything is in place for your Experience Day 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 Experience Day. You may also need to check other optional elements of your day such as lunch for the full day Experience Day types.



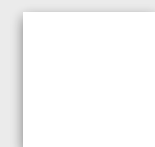
### **Prepare Equipment**

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



### **Prepare Equipment for Games and Practice Stations**

During each section of your Experience Day 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 Experience Day plan in the Experience Day page.



### **Organize your Promotional Material**

For those learners who would like to know more before they commit to the LTPG program you need to be able to provide them with the relevant resources to take away and review. You should ensure you have marketing collateral ready to distribute to attendees on the day specifically regarding your upcoming Level 1 LTPG Program.