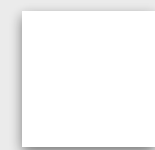


Step 5 - Delivery Week



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 Practice Club so you are organized on the day:



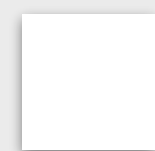
Communicate Practice Club Information

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



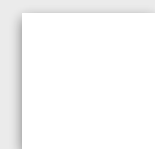
Chase and Reconcile Payments

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



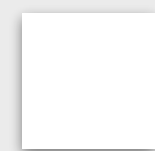
Review your Practice Club Plan with your Venue and Team

Make sure everything is in place for your Practice Club by ensuring you have your golf course access organized if required and access to the variety of teaching facilities depending on the type of Practice Club you are running.



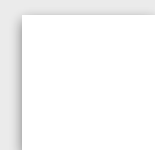
Prepare Equipment

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



Prepare Equipment for Games, Practice Stations and Scoring Goal Challenges

During each section of your Practice Club 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 Practice Club plan in the Practice Club page. During your Practice Club you will also provide students with an opportunity to attempt the scoring goal challenges.



Organize your Promotional Material

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

