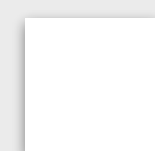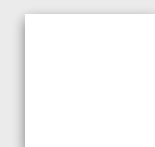# Step 5 - Event Week

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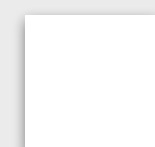
Check Sign Up Information

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 Family Greensomes Sign Up Information

Use the Family Greensomes Sign Up template in the Family Greensomes 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.
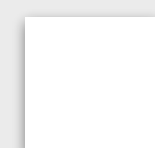
Chase and Reconcile Payments

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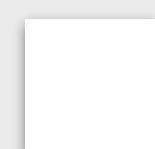
Build your Academy Course Tees

Your Family Greensomes event should take place on your academy course. You should ensure you have prepared your Academy Course and recommend you review the information on the Playing Event page.
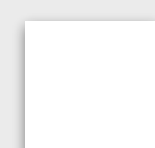
Organise your Tee Times

You should review the participants of your event and organise the tee times for your event. You can use the Tee Time Sheet in the Marketing Toolbox to organise your participants.
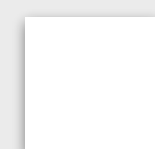
Create your Scorecards

Within the Marketing Toolbox, you can access an editable Scorecard for your event. You should input the yardage of each teeing position and print a scorecard for each junior that is attending your event.
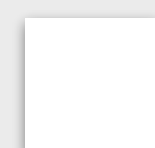
Organise your Promotional Material

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