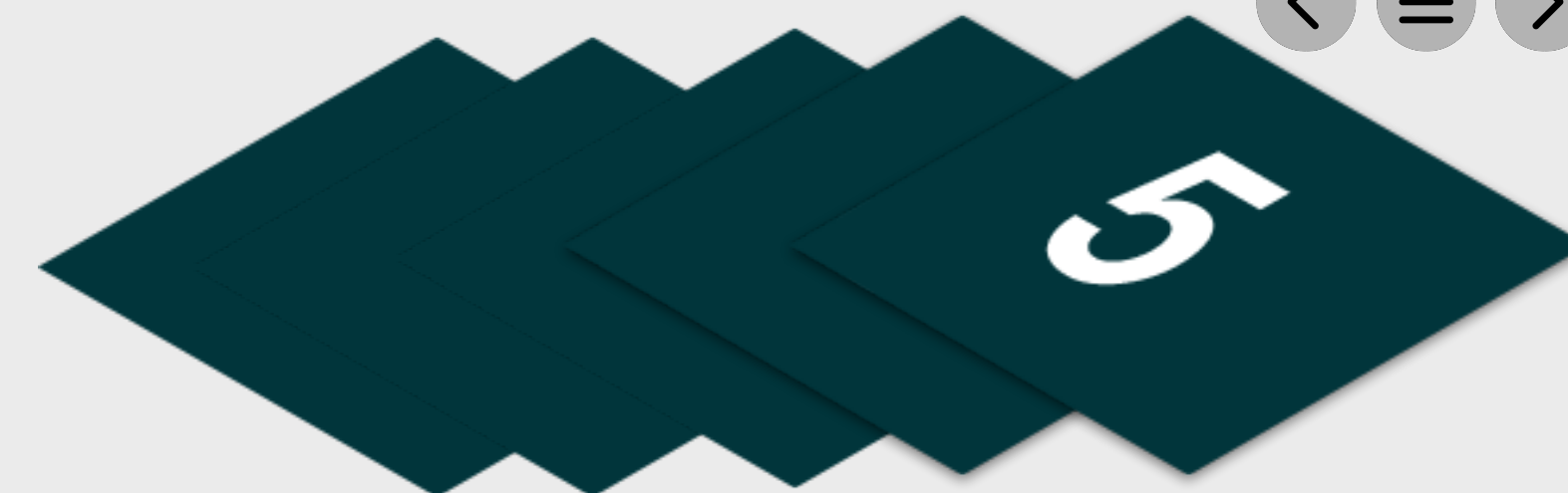
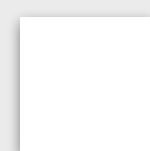


Step 5 - Event Week

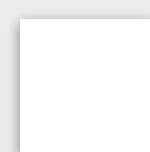


Please find listed below the recommended actions that you need to take during this step of implementation:



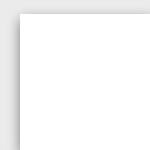
Check Sign Up Information

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



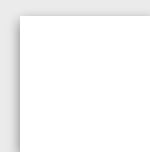
Chase Sign Up Information

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



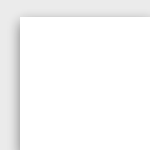
Communicate Sign Up Information

You should also distribute this as per the communication week to any participants who have recently signed up.



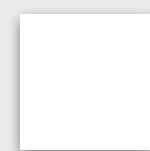
Chase and Reconcile Payments

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



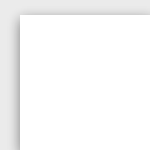
Review Class Plan

Navigate to the Junior School of Golf page and download the class plan which matches the program stage you are running. You can use this to plan your class 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 class plan.



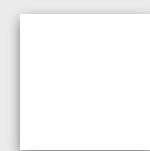
Review your Class Plan with the School or your Club

Make sure everything is in place for your class by ensuring you have you the facility access organised with the School or your Club.



Organise your Certificates

The final week of the Stage One and Two programs should include a short certificate presentation in front of parents to recognise success of those involved. You can view example certificates for each stage and you can access editable versions of these templates which can be tailored to your business via our Marketing Toolbox.



Organise your Promotional Material

A key part of the program is providing parents with promotional material about your Junior Programs after the completion of Stage Two. Make sure you have this ready for your final class to distribute to those attending.