

Master Brewers Association of the Americas – District St. Louis

District Golf Chair, Duties and responsibilities

The District Golf Chair is an appointed standing committee position by the District Executive Board and is a member of the Executive Board. The Golf Chair shall be responsible for organizing the District golf outing as its premier event in the following steps:

1. Schedule Golf Tournament
 - A. Where: Current venue Pevely Farms
 - B. When: Middle of September, Friday, Shotgun Start 1pm.
 - C. Make Deposit, \$1000, and set date by October MBAA, 3rd Thursday of the Month meeting. Board Should authorize plans at October Exec. Board meeting. Guarantee 100 player minimum. About \$12,500.00
 2. Announce Golf Tournament Time, Place and Date at October, and November MBAA meetings.
 3. Finalize, menu and contract with golf course in November, and December time.
 4. Announce Golf Tournament, Time, Place and Date at January meeting.
 - a. Verbally solicit hole/tournament sponsors at January meeting.
 5. Announce Golf Tournament, Time, Place, Date, and Price(s) at February meeting.
 - a. February develop and e-mail hole sponsor solicitation letter.
 6. March Announce Golf, Tournament, Time, Place and Date
 - a. Issue e-mail to membership with golf flyer attached.
 7. April Announce Golf, Tournament, Time, Place, Date, and Fees
 8. May e-mail reminder to membership, and potential sponsors.
 9. June e-mail reminder to membership, and potential sponsors.
 - 10A. mid July, mail out sponsor flyers, and follow up with e-mail.
 - 10B. mid July e-mail out member registration.
 - 11A. August log sponsorship, and registrations, evaluate budget position.
 - 11B. early August contact beer sponsors, Busch, Shlafly, and Morgan Street for beer donations.
 - 11C. early August contact door prize sponsors, specifically Anheuser-Busch Sports Marketing, and sponsors for door prizes.
 - 11D. mid to late August Recruit additional sponsors as necessary.
 - 12A. September Continue logging registrations, and evaluating budget.
 - 12B. Early September check with golf course on any last minute logistics.
 - 12C. September 1 and 2 week prior to event, e-mail player registration spreadsheet to course.
 - 12D. Early September review existing Sponsor Tee signs against sponsor list.
- Contact Sign vendor for additional signage.
13. Early week of event, pick up additional signs/deliver to course.
 14. Early week of event, verify beer is set for delivery Thursday evening, or Friday am to golf course.
 - 15A. 9-10AM Day of event, arrive at Pevely.

- 15B. Set up registration table, with staff of 2-3 people. Check in, take late payments, receive door prizes.
- 15C. Shotgun Start 1pm. Recognize Sponsors, and Donors.
- 15D. Play Golf,
- 15E. return to clubhouse dinner 6:30-7pm start.
- 15F. Announce Tournament winners, and hole winners toward middle to end of dinner period.
- 15G. Move into Door prize drawing immediately following announcement of winners.
- 15H. Thank Course, Staff, Volunteers, and Membership.
- 15I. Secure receipts for the day, return to office with Experitec staff, or with Golf Chair.

- 16A Week after tournament. Get with MBAA treasurer, provide receipts for tournament for deposit.
- 16B. Week after tournament. Get with MBAA treasurer, provide invoice for tournament for payment to course.
- 16C. Before October meeting, resolve receipts vs expense for final financial report on tournament
- 16D. Issue thank you letters, to sponsors, donors, volunteers.