Golf tournament fundraiser planning kit

A head start for your booster club. Take what's useful and change the rest.

Timeline

5 to 4 months out

- [ ] Form a small committee and set a fundraising goal
- [ ] Book the course and agree on the format
  Ask what the per-player fee covers (green fees, carts, lunch), and the deposit and cancellation terms.
- [ ] Set entry fees and the budget
- [ ] Build sponsor levels and a sponsor letter
  Hole signs, cart signs, lunch, and a title sponsor are common levels.
- [ ] Send sponsor letters to local businesses and team families

3 months out

- [ ] Open golfer registration and post it online

10 to 8 weeks out

- [ ] Follow up with sponsors
- [ ] Plan contests and prizes
  Longest drive and closest to the pin are common. Check with the course about any hole-in-one insurance.

6 weeks out

- [ ] Collect raffle prizes and auction items

4 to 5 weeks out

- [ ] Share the volunteer signup link
- [ ] Send a reminder to fill the last foursomes

2 to 3 weeks out

- [ ] Confirm the lunch menu and count with the course
- [ ] Order hole sponsor signs
  Check every sponsor's name and logo before printing.
- [ ] Set pairings and starting holes

The final week

- [ ] Pack golfer gift bags
- [ ] Send golfers the start time and what to expect
- [ ] Get change and set up card payments

Tournament day

- [ ] Place signs and open registration
- [ ] Count the money with two people and record it

After the tournament

- [ ] Thank sponsors, golfers, and the course staff
  A photo of their hole sign with the team is a nice touch for sponsors.
- [ ] Pay the course, record receipts, and share the total
- [ ] Write down what to change next year
  A few quick notes, and the sponsor list, can save next year's booster club a lot of time.

Volunteer spots

A sample to adapt, for a school of 600–1,000 students. The online version at pineboard.app/templates resizes it for yours. Add, cut, or rename spots to suit your school.

Spot	When	People
Sign Setup Place sponsor signs at each hole.	6:30 AM to 7:30 AM	3
Registration Table Check in golfers and hand out gift bags and contest details.	7:00 AM to 9:00 AM	3
Contest Hole Volunteers Watch the contest holes and record the leaders.	8:30 AM to 1:00 PM	4
Refreshment Helpers Hand out water and snacks on the course.	9:00 AM to 1:00 PM	2
Raffle and Auction Table Sell raffle tickets and run the auction table at lunch.	11:30 AM to 2:30 PM	3
Awards Lunch Helpers Help seat golfers and hand out prizes.	1:00 PM to 2:30 PM	4
Sign Pickup Collect every sponsor sign from the course.	1:30 PM to 2:30 PM	2

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Course fees and carts	$4,000	
Lunch catering	$1,500	
Hole sponsor signs	$400	
Prizes and trophies	$300	
Golfer gift bags	$250	
Printed banners and programs	$100	
Total	**$6,550**	

Shopping list

Print shop

- [ ] Hole sponsor signs
- [ ] Banner
- [ ] Programs
- [ ] Pairing sheets

Warehouse club

- [ ] Water
- [ ] Snacks
- [ ] Gift bag items

Office supply store

- [ ] Cash box
- [ ] Raffle tickets
- [ ] Clipboards and pens
- [ ] Name tags

Easy things to overlook

What the course fee covers
Knowing exactly what each player's fee includes makes entry pricing much easier.

Sponsor names and logos
Checking every sign before printing saves a reprint, and keeps sponsors happy.

Hole-in-one prizes
A big prize for a hole-in-one usually needs insurance. The course can tell you how it works.

Collecting the signs
Signs are easy to leave behind. A pickup crew before lunch ends gets them all back.

Thanking sponsors
Sponsors are asked again next year, so a prompt, personal thank-you goes a long way.

Want it all in one place?
PineBoard can hold your tasks, volunteers, shopping, and budget together, and copies the plan to next year. Try it free for 60 days at pineboard.app.