

## *TIPS FOR A SUCCESSFUL EVENT (cont.):*

- g. Male club members should be involved only to the extent you want. Seek assistance from club ownership to keep male members from occupying the area while the event is being played, such as the practice area and club house area while women are getting ready to play. Breast cancer has touched the lives of many men in the community whether it be their wife, a friend or family member and they would like to get involved too. Schedule a breast cancer tournament for the men to play in the afternoon after your event is finished and make it a whole day affair.
- h. If you are inviting women from other clubs to participate in the event, contact someone you know at each club and provide them the invitation to distribute to the club membership.
- i. E-mail can also be utilized to get the word out. Use whatever source you have to make sure the word gets out.

## (2) Fund raising ideas to supplement golf entry fees:

- a. Bake sale
- b. Raffle items at tournament
- c. Community garage sale
- d. Selling pro shots to a par 3 during tournament
- e. Volunteer your services where tips are given (i.e. Barnes & Noble gift wrapping)

\* Tips submitted by  
Donna Martin, Orange Tree Satellite Event Chair



*To receive more information on  
Women Playing for T.I.M.E.®  
please contact:*

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*Women Playing For  
T.I.M.E.®*



## *Satellite Golf Tournament Guide*

**Benefiting:**

**MD ANDERSON  
CANCER CENTER  
ORLANDO**

SUPPORTED BY THE CHARLES LEWIS INSTITUTE

**ORLANDO HEALTH**

*Considerations for hosting a Women Playing For T.I.M.E. Satellite Golf Event benefiting M. D. Anderson Cancer Center Orlando*

**STEPS TO FOLLOW:**

- (1) Meet with your local women's golf association to discuss hosting a WPFT event at your club, preferably on your regular ladies play day or possibly a day that the club is closed.
- (2) Once the board has given their approval for hosting the event, present it to the association explaining the purpose of the event with information provided by the ORH Foundation. Provide the goals of WPFT and how your association can assist in raising money to meet these goals.

*The mission of Women Playing For T.I.M.E.® is to partner with M. D. Anderson Cancer Center Orlando to defeat cancer as it affects women.*

To achieve this goal we will:

- Engage women through events and programs
  - Provide financial resources
  - Raise awareness among women to safeguard their own health
  - Educate the public about programs and services at M. D. Anderson Cancer Center Orlando
- (3) Keep ORH Foundation personnel aware of your progress from the planning stages throughout the event to ensure you are in accordance with their guidelines. Plan to attend board meetings with other members of WPFT.

**TOOLS AVAILABLE:**

- Planning timeline template
- Budget template
- Sample entry form that can be customized to your event
- Gift In Kind Form to give to businesses you are soliciting for prizes
- Tri-fold pamphlet outlining WPFT accomplishments to aid in your solicitations
- Sample luncheon program that can be customized to your event



**SUPPORT WE CAN PROVIDE:**

- Speaker for your committee meeting
- Speaker for your event luncheon
- Literature on breast cancer awareness to hand out at tournament
- Thank you tee gift for each player
- Tax receipts for qualifying donations

**APPROVAL PROCESS:**

- The enclosed event application should be filled out and returned to us as soon as possible
- Once your event application is received, it will be reviewed within 14 business days.

**TIPS FOR A SUCCESSFUL EVENT:\***

- (1) Golf Tournament
  - a. Consider target audience when setting participation fees. Fees should adequately cover costs for the course, meals/refreshments and prizes.
  - b. Put together a committee to solicit prizes from local vendors in your area.
  - c. Discuss how to reduce greens fees with your head pro and/or owner of the golf club or ask the club owner if they will donate golf course for the day.
  - d. Seek donations from members of your club for tee sponsorships in honor of or in memory of persons personally known by them to have been diagnosed with breast cancer. If tees fill, you can also use greens, the putting area and the driving range. Keep sponsorship prices within range of your selected target. Check club requirements for signs and stakes.
  - e. Choose a date that does not conflict with other WPFT events in March, April and October. Try to schedule around these so as not to compete with other events planned.
  - f. Pick a golf format that is fun to play and involves all players at all levels.

*(continued)*

