



## Pitch and Putt Ireland Event Hosting Planner / Checklist



Event Plan for Host Club				
Section 1: In advance of the Competition (NEC & OFFICE)		Done - Yes/No	Responsible	NEC or Office
i.	Choose venue/venues & date			
ii	Once venue/venues decided notify the office of what grade will play where so that this can be communicated to the members			
iii	Confirm rules and format of event			
iv	In advance of the competition advise the office which NEC officers will be at which venues			
v	Designate someone from the hosting club to be the 'link up' official between the club , NEC and office. This is to ensure that the event runs smoothly on the day. This can include providing details in advance of the event and including that the required equipment and volunteers are available			
vi	If club are holding practice times they can notify the office and the office can display on the website			
vii	All entries that are received be the office are displayed on the website by the office after the closing date but before the draws so that we can ensure all entries have been received			
viii	Once draws are done - clearly display on the website with tee off timings and estimated timings of the event overall			
Section 2: Staffing and Volunteers		Done - Yes/No	how many required	NEC or Volunteer
i	Event coordinator/host			
ii	Check-in/registration helper			
iii	Scorekeeper (and scorer per group (optional))			
iv	At least one person to assist the communication officer for live scoring updates			
v	Photographer/videographer (optional but recommended)			
vi	Marshal/official for rules questions			
vii	Additional helper for ad hoc needs			
viii	Prepare Roster for the day so that officials and volunteers get adequate breaks			
ix	Roster for commentating if livestreaming			
x	Streaming - Facebook or youtube			
xi	someone from club to act as official photographer			
Section 3 : On the Day		Done - Yes/No	how many required	NEC or Volunteer
i	Registration/check-in table set up			
ii	Laptop for inputs & updates			
iii	Plug outlets for charging phones/laptops			

iv	Course map or signage if needed			
v	Group assignments & tee-off order			
vi	Safety briefing / rule recap			
vii	Distribution of scorecards			
viii	Water/snacks station to be set up for competitors and officials			
ix	Provide Pitch and Putt Ireland Officials with Lunch			
x	First-aid kit on hand and defibrillator			
xi	Prizes/trophies (provided by Pitch and Putt Ireland)			
xii	TV/Screen to display scores			
xiii	Check Wifi and know how far it goes (boosters if necessary)			
xiv	HDMI cable to connect laptop to TV			
xv	Gazebo and podium set ups			
xvi	extension cables			
xvii	Speaker and microphone			
xviii	Official Pitch and Putt Ireland Flags and marketing			
<b>Section 4 : Facilities</b>		<b>Done - Yes/No</b>	<b>Responsible</b>	<b>NEC or Volunteer</b>
i	Designated Car parking for officials and can be agreed in advance			
ii	Clearly signed car parking for the competitors and outlined in advance - this can be notified to head office and can be displayed on the website			
iii	If club are holding practice times they can notify the office who can display on the website			
<b>Section 5 : Catering</b>		<b>Done - Yes/No</b>	<b>Responsible</b>	<b>NEC or Volunteer</b>
i	Hosting Club to provide lunch to officials working on the day and this can be agreed in advance			
ii	Hosting Club clearly displays if/where catering is available. If there is no club café/bar etc guide members to the nearest local shop, coffee shop, restaurant			
iii	Bathroom facilities - ensure clear signage and clean working facilities are available			
<b>Section 6 : Gear &amp; Equipment</b>		<b>Done - Yes/No</b>	<b>Responsible</b>	<b>NEC or Volunteer</b>
i	Participants should have their own equipment - the club may want to have some spare equipment to ensure smooth running of the competition			
	* Clubs (putter + wedge/short iron)			
	* Golf balls			
	* Tees (short)			
	* Scorecards (provided by Pitch and Putt Ireland) & pencils			
	* Ball markers			
ii	Flag for opening ceremony			

iii	signage and banners (welcome sign, sponsor signage, hole signs) where applicable (Pitch and Putt Ireland will bring branding materials )				
	<b>Section 7 : After Event</b>	<b>Done - Yes/No</b>	<b>Responsible</b>	<b>NEC or Volunteer</b>	
i	Collect and tally scorecards				
ii	Announce winners - use website & social media outlets				
iii	Hand out prizes or certificates				
iv	Take group photo				
v	Clean up / return rentals				
vi	Send thank-yous (email, post, etc.)				
vii	Share highlights/photos				
viii	Ask for feedback from competitors and host for future improvements				
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