

Thu, 11/03/22

When? **Who?** **What?**

6:00PM		Course play Coaches Meeting via webinar
--------	--	---

Thu, 11/10/22

When? **Who?** **What?**

2:00PM		Equipment delivered by SONC staff
--------	--	-----------------------------------

2:00PM	United Site Services, Inc -	Delivers port-a-johns
--------	-----------------------------	-----------------------

2:00PM	Thomas Equipment & Par	Delivers tables and chairs
--------	------------------------	----------------------------

2:00PM		Venue team arrives
--------	--	--------------------

2:05PM		Inventory equipment (use SONC checklist, confirm what facility is providing, any vendor deliveries)
--------	--	---

2:05PM		Venue team inventories equipment and sets up venue, venue manager takes directional signage to be placed in the morning.
--------	--	--

2:10PM		Test equipment (batteries working, bullhorn functional, PA working, stopwatches live, etc.)
--------	--	---

2:30PM	Power Team	Arrives for set-up
--------	------------	--------------------

3:00PM		Put out directional signage
--------	--	-----------------------------

3:30PM		Set up skills area at driving range
--------	--	-------------------------------------

4:00PM		Set up tents, tables and chairs place equipment in designated areas
--------	--	---

5:30PM		Set up ends
--------	--	-------------

5:30PM	Power Team	Departs venue
--------	------------	---------------

Fri, 11/11/22

When? **Who?** **What?**

7:00AM		Venue Team arrives
--------	--	--------------------

7:30AM		Driving range opens for practice
--------	--	----------------------------------

7:45AM		Ensure volunteer check-in is ready to greet first volunteer (volunteer check-in sign, sponsor grids on table, check-in sheet, list of volunteers, T-shirts laid out by size for easy distribution, tickets for lunches)
--------	--	---

7:45AM		Volunteer check-in assistants arrive
--------	--	--------------------------------------

8:00AM	Power Team	Arrives at venue
--------	------------	------------------

8:00AM		Athlete check-in begins
8:00AM		General volunteers arrive
8:00AM		Medical personnel arrive
8:00AM		Competition volunteers arrive
8:15AM		Volunteer training begins
8:45AM		Ensure all competition volunteers are in place for competition to begin
9:00AM		Skills volunteers check-in
9:00AM		Competition begins for course play
9:15AM		Skills volunteer training
9:30AM		Skills Head Coach Check-In
10:00AM		Skills competition begins
10:00AM		Souvenir sales open
10:00AM		Concession sales begin
10:30AM		Lunch delivered to venue
11:00AM		Lunch available
1:00PM		Skills competition ends
2:30PM		Souvenir sales end
3:00PM		Course play competition ends
3:00PM		Concession sales end
3:00PM	Power Team	Packs souvenirs up and delivers to Victory Dance
3:30PM		Venue team packs up equipment and stores in garage
4:00PM	Power Team	Departs venue
7:00PM		Skills redivisioning and course play division updates completed

Sat, 11/12/22

When?

Who?

What?

7:00AM		Venue team arrives
7:45AM		Ensure volunteer check-in is ready to greet first volunteer (volunteer check-in sign, sponsor grids on table, check-in sheet, list of volunteers, T-shirts laid out by size for easy distribution, tickets for lunches)

7:45AM		Volunteer check-in assistants arrive
8:00AM	United Site Services, Inc -	Services port-a-johns
8:00AM		Medical personnel arrive at venue
8:00AM		General and competition volunteers check-in
8:30AM	Power Team	Arrives at venue
8:30AM		Ensure head coach check-in is ready
8:45AM		Ensure all competition volunteers are in place for competition to begin
9:00AM		Skills competition volunteers check-in
9:00AM		Competition begins for course play
9:15AM		Skills volunteer training
9:30AM		Awards assistants arrive
10:00AM		Skills competition begins
10:00AM		Lunch delivered
10:00AM		Meals assistants check-in
11:00AM		Lunch available
1:00PM		Lunch distribution ends
1:30PM		Donate/give away all leftover lunches- pack up left over snacks like crackers and all bottled drinks
2:00PM		Skills competition and awards ends
2:30PM		Venue tear down working from the outside in and skills area
2:30PM		Directional signs taken in
3:30PM		Pull down all signage- roll banners with letters on the outside
4:00PM		Course play competition and awards ends
4:30PM		Equipment packed up into designated vehicle
5:00PM		Venue Manager does final walk through to ensure all equipment is picked up/ venue is clean
5:00PM	Power Team	Departs venue

Mon, 11/14/22

When?

Who?

What?

10:00AM	Thomas Equipment & Par	Picks up tables and chairs
---------	------------------------	----------------------------

10:00AM United Site Services, Inc - Picks up port-a-johns
