

Sample Volunteer Handout

Handing out printed materials to volunteers will ensure that they pass on the correct information to your guests. Keeping everyone “in the know” about the location, rules and start times of events will keep your guests happy and the days events on schedule.

The Joe Smith Memorial Golf Tournament July 17, 2005

11: 00am Registration

11:00am to 1:00pm Lunch

1:00pm Tee time

Format: Explain the rules of play. For example, the event is a scramble with a shotgun start.

Scoring: Upon completion of play, please total your team’s score and turn in scorecards at the 18th hole.

Contests: type, time, location and prizes.

Banquet: start time, and location.

Auction & Raffle: Where, what and when.

Charity to benefit: The American Institute for Cancer Research.