



THE AMERICAN SINGLES GOLF ASSOCIATION'S

MULTI-CHAPTER EVENT CHAIRPERSON'S PLANNING GUIDE

Chapter Board of Directors to Approve Hosting this Event and Get Clearance from National Prior to Announcing

Chapter Name _____ Chapter of the American Singles Golf Association (ASGA, Inc.)

Chairperson's Name _____ Email Address _____ Phone _____

PROPER USE OF THIS GUIDE — The 7 P's: (Prior Proper Planning Prevents Poor Performance) Good advanced planning and record-keeping will mean the difference between success and failure. You have an obligation to keep others informed of your plans, implementation and evaluation. Please answer each question **on separate paper**. All of your notes relative to the planning, implementation and evaluation of this event should be concurrently kept neatly in a three-ring binder until the event has reached full completion, including the final presentation to the Board. Remember, although you may be the Chair of this event, your Board of Directors has full control and ultimate authority over every aspect according to your chapter bylaws (SinglesGolf.com/bylaws).

PLANNING A MULTI-CHAPTER EVENT

1. Primary purpose (What is the **one** reason you want to successfully run this multi-chapter event?)
2. Secondary purposes (What are other reasons you want to successfully run this multi-chapter event?)
3. List the specific goals to be accomplished by this multi-chapter event. Use specific numbers (e.g. to involve 10 chapter members in the planning and implementation of this event, to get 75 non-local members to attend, etc.)
4. What are the specific manpower assignments? (Show names and duties, who does what, etc.)
5. What materials, supplies, and resources will be required?
6. Does ASGA National need to be involved in the co-promotion or other aspects of this event?
7. List any problems you anticipate and your suggestion or solution so as to successfully complete this multi-chapter event, (e.g. list problems and solutions by management technique (planning, training, personnel management, communications, financial management).
8. Give a brief description of the proposed multi-chapter event, including dates, venue, name of event, etc., followed by a listing of the specific steps to be taken to bring this multi-chapter event to a successful completion. Show approximate date for each step.
9. Complete the proposed budget showing all anticipated income and expense. Include donated items as income and expense and show return to chapter if applicable.

UPON COMPLETION OF ITEMS 1-9, PRESENT THIS PROPOSAL TO YOUR BOARD OF DIRECTORS FOR APPROVAL.

IMPLEMENTATION AND EVALUATION

10. Record by date the specific steps as they occur.
11. Record by date the revisions in plans as they become necessary. Show how problems were handled using management techniques. What changes would you recommend if you were to run this multi-chapter event again?
12. Record by date the sources of income and expenses as they occur. State why the multi-chapter event was a financial success or failure and show profit or loss. Complete the Financial Statement on the next page.
13. Record actual roles of non-members and other resources, such as hotel sales personnel, golf courses, restaurant venues, etc. List their names and contact phone numbers, email addresses, etc. in case this event were to repeat another year.
14. Give specific results for each goal established in Item 3 above. Show how management techniques were used.
15. What benefits could be derived by conducting this multi-chapter event in the future, include chapter and national benefits.

Date approved by Board _____ Date final report approved by Board _____

(Place final report in binder and give to Chapter Secretary for future MCE Chairpersons.)



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Budget Sheet / Financial Statement

INCOME:	PROPOSED	ACTUAL
Seed appropriation from Chapter	_____	_____
Registration Income	_____	_____
Other Sources of Income	_____	_____
TOTAL INCOME	_____	_____
EXPENSES:	PROPOSED	ACTUAL
Hotel Expenses	_____	_____
Golf Course Expenses	_____	_____
Food Expenses	_____	_____
Return of seed appropriation from Chapter	_____	_____
Misc. Expenses (Itemize below)	_____	_____
LESS TOTAL EXPENSES	_____	_____
Return to Chapter (event profit)	_____	_____