

# How to organise a Golf Event



**Here you'll find everything you need to host your very own charity golf day.**

## Getting Started

Here are some key things you will need to organise for the event.

- **Picking a venue**

Decide where and when you will host the event. Reach out to your local golf club and check if they have any availability and decide on a suitable date. It is a good idea to think about other events happening in the area and try to schedule around those.

Discuss costings with the club – ask about the cost of venue hire and also catering costs if you plan to provide any food or drinks on the day. Some clubs may be able to offer a discount if you let them know this is a charity event. Remember, you want to keep costs as low as possible! Your NICHS contact can provide a letter of support if needed.

Chat to the club about the type of competition you are going to run (18 hole, 9 hole, 4 ball) and check if they have any limits on the number of participants you can have on the day.

- **Pricing the tickets**

You can ask local businesses to sponsor the event or sponsor a tee to help cover the venue cost, this will allow for the majority of ticket sales to go towards the charity. You must then decide on a cost for the ticket that will cover any outstanding costs of the day and will still include a suitable donation to NICHS.

- **Advertise!**

Let everyone know about the event and how to get involved. Share posters and leaflets in your local area, advertise on social media and why not even contact your local paper or radio station.

- **NICHS branding**

Speak to your NICHS contact to get our branded materials for the day. We can offer materials like posters, balloons, collection buckets and banners to help show that the event is all in aid of us!

## On the day

- Make sure you recruit some volunteers to help run things on the day.
- You might like to say a few words to your guests about our work and the difference our support can make. Your NICHS contact can help you with this. We may even be able to send a representative to make a speech.
- Offer up mini awards such as longest drive, closest to the tee and top team to make the day more fun.
- Thank the staff and manager for their support.

## After the event

- Ask your NICHS contact about the best way to get the money to us.
- Perhaps you'd like to take part in a cheque presentation photo for social media.
- Thank all your volunteers, attendees, and the Golf Club - and let them know how much was raised.
- Make sure you're signed up to our mailing list to see how we have put your fundraising to good use!

**If you require any more information please ring 028 9032 0184, or email [communityfundraising@nichs.org.uk](mailto:communityfundraising@nichs.org.uk)**

**90%** of our work is funded by fundraising and donations.



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