**10. Get into Golf | Action List (Template)**

*Once your plan and team are in place, we recommend create a summary Action List which highlights the requirements for each element of your plan, including an owner, a timeline and the current status (such as Red, Amber and Green):*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **AREA** | **ACTIVITY** | **BY WHO** | **BY WHEN** | **RAG STATUS** |
| 1 | OPEN DAY | Meet the catering and bar team to brief them on what food and clubhouse requirements are for the Open Day  | House Convenor | 30 March |  |
| 2 | MARKETING  | Design an A5 advert for the local community magazine and a new banner for the home page of the website | Marketing Convenor | 1 April |  |
| 3 | MARKETING  | Plan a Facebook advertising campaign to include your target audience, duration and budget | Marketing Convenor | 8 April |  |
| 4 | COACHING | Meeting between PGA pro and Volunteer Coaches to outline coaching session requirements | PGA Pro | 15 April |  |
| 5 | MEMBERSHIP | Create new registration form for participants and follow-up pack to include information sheet on Introductory Membership Package | Club Manager | 15 April |  |
| 6 | VOLUNTEERS | Use template to create an advert to help recruit Buddies – print and put on noticeboard, add text to website and social media posts | GiG Coordinator | 22 April |  |
| 7 | COACHING | Set up log-in details for all Volunteer Coaches and Buddies to get everyone using the Scottish Golf coaching hub for ideas and sessions | PGA Pro | 29 April |  |
| 8 | MARKETING | Arrange video interview with the Pro to talk about the Get into Golf programme – use for sharing on website and social media | Marketing Convenor | 6 May |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |