

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	Green
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	Green
3	MARKETING	Plan a Facebook advertising campaign to include your target audience, duration and budget	Marketing Convenor	8 April	Green
4	COACHING	Meeting between PGA pro and Volunteer Coaches to outline coaching session requirements	PGA Pro	15 April	Amber
5	MEMBERSHIP	Create new registration form for participants and follow-up pack to include information sheet on Introductory Membership Package	Club Manager	15 April	Amber
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	Amber
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	Red
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	Red
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