

VOLUNTEER REGISTRATION FORM

17th Annual SCPMA PAC Golf Tournament Captain's Choice

Wildcat Course @ Ft. Jackson (Columbia, SC)

Monday, May 7, 2012

Name _____

Company _____

Email _____ Cell # _____

Work # _____

List Time You are Available to Volunteer _____

Summary of Volunteer Responsibilities:

Pre-event* (SCPMA needs at least 10 volunteers during the 7 a.m. to 10 a.m. timeframe)

7 a.m. – 8:30 a.m.

- Ice down drinks
- Unload truck
- Put goody bags and box lunches on carts
- Organize prizes
- Stock beverage stations
- Assist with Putt for Cash event set-up

8:30 – 10:00 a.m.

- Work registration desk (2 volunteers & 1 staff member needed)
- Sell prize tickets and mulligans (2 volunteers)
- Take hole watchers out on course. (2 volunteers)

During event*

10:00 a.m. until 3:00 p.m.

- Move all items to Pavilion area, post signs and set up for banquet/awards ceremony
- Hole-in-one judges needed. Two judges needed in the a.m. — must be there by 9:30 a.m.
- Two judges needed in the p.m.— must be there by 12:30 p.m.
- Three volunteers needed in the Putt for Cash tent (sponsoring company may send their employees)
- Take out relief hole watchers and bring in those needing a break
- Take pictures
- Assist with handing out prizes

Post event*

- Pick up signs on course
- Assist with moving all equipment and drinks to parking lot and load cars

*Or, other duties as assigned.

