



**Starkey Golf Classic Tournament**  
**Monday September 14, 2020**  
**Crestview Country Club**  
**1000 N 127th St E,**  
**Wichita, KS 67230**

## **Volunteer Job Assignment: Tournament Set-up**

**Time: 7:00 am – 9 am**

**Location: Clubhouse and Holes**

### **Duties:**

- Please check by 7 am with Volunteer Support. Contact Brenda McKenney 316.706.0217 with any questions.
- Many set-up duties need to be accomplished. They are:
- OUTSIDE
  - Loading 2 Soda/Water/Snack carts with cooler with ice, water, and sodas as well as a variety of snacks.
  - Putting up sponsor banner
  - Take tents to Putting Green and holes 2, 7, and 17. TAKE IN THAT ORDER! (tent isn't needed at 17 until about noon, need tent at 2 before 8)
- IN CLUBHOUSE
  - Set up Volunteer check-in
    - Sign-up sheet
    - Volunteer check-in banner
    - Volunteer name badges
    - Volunteer Polos
    - Forms and items each location/hole needs (i.e. Raffle tix, tip jars, clipboards). In totes.
    - Volunteer gifts
  - Putting together golfer gift bag and putting at table near registration.
  - Set up Online Auction Area
    - Set up raffle items
  - Set up registration area by (Check-In people will do)
    - Putting up signs
    - Plugging in and starting laptops
    - Setting out event guides
- When you finish your assignment, please check out with Volunteer Support, document the time you left, and drop off your name badge. Thank you!
- Other duties as assigned.

### **Please Note:**

**Please make sure to have read & are familiar with the "Important Information All Volunteers Should Know" document. In it you will find very important information about what to wear, personal items, meals, and other important pertinent information.**

### **DAY OF CONTACT INFO:**

Volunteer Support: Brenda McKenney 316.706.0217

Event Coordinator: Eileen Ream 316.253.7607

Director of Development: Ryan Heikes 316.303.5517

**Your gift of time is very precious and greatly appreciated. Starkey Golf Classic has not been able to grow and succeed without the great team of volunteers giving their time, energy, and support. I hear so many compliments to how friendly and helpful Starkey volunteers are, and it makes participants and sponsors come back, and helps these events grow, Thank you! When these events grow and become more successful, Starkey, and the people Starkey serves benefit directly. You matter and are making a difference. Let's keep that passion going and doing great things!**

**THANK YOU AND HAVE FUN!!**