

Nine & Dine Chair

With the support of the WGA Board, the WGC staff and The Lawn, the Nine & Dine Chair plans, coordinates and oversees all aspects of Nine & Dine

- **8 weeks before the event**
 - Creates and leads a committee with at least one 18-Hole and one 9-Hole representative to oversee Nine & Dine preparations. The purpose of the event is to pair 18-hole members with 9-hole members to promote camaraderie across the 5 leagues. Traditionally called “A Blind Date” these pairings are kept secret until the start of the event. The WGA Board can be asked for suggestions for committee members if needed.
 - In conjunction with the WGA Treasurer, creates a Nine and Dine budget, which includes the entry fee and cost of food and prizes. Giving thank you gifts to committee members is not expected or recommended. The budget should be presented to the WGA Board at a board meeting or via email to all WGA Board members before the committee begins spending money. It is the Chair’s responsibility to ensure that the Committee/event stays with budget.
- **6 weeks before the event**
 - Creates a buzz about the Nine & Dine by decorating the WGA bulletin board and placing Nine & Dine signs from the WGA locker room for on-site advertising.
 - All Nine & Dine information on the website, including the content of the registration page and all email content to be sent, are the responsibility of the Chair and her committee. The Chair must take into consideration the purpose of the communication, scheduling details, any graphics, and all content before transmitting the information to the Communications Co-Directors. The Communications Co-Directors are responsible for managing registration parameters on the website, placing content on the website or WGA stationary , and email distribution to members.
- **5 weeks before the event**
 - Sends content to the Communication Co-Directors for an email to be sent to members announcing the registration will open in a few days and describing the event in enough detail to create interest.
 - Communicates with the Communication Co-Directors to open registration 4 weeks prior to the event. All registrations are to be made online at WGAwilmette.com

- **4 weeks before the event**
 - Consults with the WGA Board to discuss pertinent issues and secure guidance on how to proceed.
 - Coordinates with the WGA Registrar to make sure registration is proceeding smoothly, and to address any registrations-related issues that may arise.
 - Coordinates with the WGC staff regarding golf structure for the event including special competitions. Traditionally this event is a 9-hole, shotgun event with teams teeing off at 4:30 p.m.
 - Works with The Lawn regarding menu, set-up. Traditionally, this event is held on the patio outside the pro-shop. The Lawn has traditionally provided a wine tasting and a casual buffet supper.
- **2 weeks before the event, or earlier if needed**
 - Sends content to the Communication Co-Directors for a second email to be sent to members when registration is close to closing, due to timing or the event becoming full.
- **1 week before the event**
 - Communicates with the Communication Co-Directors to close registration.
 - Sends content to the Communication Co-Directors for a final email a day or two before the event with all the pertinent details for the day of the event.
- **Week or the event**
 - Creates partnerships of an 18-hole player with a 9-hole player based on handicaps. (Totals of their handicaps should be consistent across the field.) These partnerships are kept secret until start of event.
 - Creates foursomes, based on total handicaps, to keep the groups as even as possible.
 - Provides the list of foursomes to the WGC staff. Confirms that the WGC staff will provide pre-printed scorecards reflecting handicaps, written instructions for event play, instructions or announcements to be made orally by WGC staff as carts prepare to leave , hole assignments, modifications required by the weather, etc.
 - Acts as liaison to The Lawn staff to finalize headcount, table set-up, menu, timing, etc.
 - Finalizes the number and types of prizes. These are usually modest monetary prizes as allowed by the budget, given to first and second place foursomes.
- **Day of the event**
 - Consults with WGC staff as to weather related issues that might require golf to be cancelled. If this occurs, sends an email to participants informing them of the cancellation and what time the buffet and party will begin.

- Greets participants with partnerships and hole assignments.
- Confirms carts are assigned and ready with written instructions.
- Oversees the taking of photographs of the day's event.

- **After the event**
 - Sends selected photos to the Communication Co-Directors to be put on the website.
 - Submits receipts for reimbursement to the WGA Treasurer.
 - Coordinates with the WGA Treasurer to create the final revenue and expense report.
 - Solicits feedback from attendees; what went well and what could be improved.
 - Presents a final report for the event at the next WGA Board meeting and files a written report with the WGA President to be passed on the next chair.