

CLUB PRO 2

Final Take Home Project

There are 2 project requirements:

1. Design, plan/organize and operate a Special Event
2. Design and complete a Maintenance and Safety Log

1) Special Event Assignment: Organize, execute and provide a follow-up report for a special event (not presently occurring at the club. Choose one of these four events and plan/organize all facets of the event.

1. Open House

Criteria:

- a) Must be a new member recruitment Open House
- b) Provide rationale and goal of event
- c) Must follow the Special Event planning format, with posters, budget, etc
- d) Execute event and the provide follow up, special event sheets, future recommendations, actual budget
- e) Must submit all back up working materials, flyers, posters, pictures, member comments, etc

2. Club Tournament with Social

Criteria:

- a) Select an event or events you can run over a weekend
- b) Provide rationale for selecting event
- c) Must follow the Special Event planning format, with poster, budget, etc
- d) Must include a social on the Friday or Saturday Evening which can include food, some form of off court mixer
- e) Execute event and provide the follow up, draw sheets, future recommendations, actual budget
- f) Must submit all back up working materials, special event sheets, flyers, draw sheets, posters, pictures, member comments

3. 4 Week Mixed Round Robin

Criteria:

- a) Select level of play, day/time, type of format for mixed round robin, to be played once a week over a four week period.
- b) Provide rationale for selecting event
- c) Must include in marketing format, telephone promotion (provide script) as well as in house material
- d) Must include weekly points winners, bulletin board display, and final points winners with some form of prizes
- e) Execute event and provide follow up telephone satisfaction comments, post event written comments, future recommendations
- f) Must include weekly points winners, bulletin board display, and final points winners with some form of prizes

4. Organize a Theme Night

Criteria:

- a) Select a team theme for the event with an on court theme, off court theme, and team theme
- b) Provide rationale for selecting event
- c) Must follow the Special Event planning format, with poster, budget, etc
- d) Must be at least two hours in length and include a social on the Saturday evening which can include food, points and/or prizes for on court, off court, and team theme
- e) Execute event and provide the follow up, special event sheets, rotation sheets, future recommendations, actual budget
- f) Must submit all back up working materials, flyers, posters, pictures, member comments

2. Maintenance and Safety Log

- use the sample in the participants manual to create a maintenance and safety log
- fill in log for 1 week
- have manager sign off