

Curt Holland Memorial Golf Tournament Planning Committee & Responsibility Matrix

QCF Board of Directors	Golf Planning Committee (GPC)
Golf Tournament Co-Chair:	Golf Tournament Co-Chair:
Silent Auction Co-Chairs:	Amanda Holland
Kayla Burby, Chair	AJ Aguilar
Sarai Thomas, Vice-Chair	Dan McCoy
Valerie Price, Treasurer	Derek Aragon
Jeremy Eddie	Talon Darling
Rachel Marsh	Melissa Sumner, QCF Staff Liaison
Diane Narvaez	Kayla Burby, QCF Chair
Melissa Sumner, Staff Liaison	Sarai Thomas, QCF Vice Chair
	Valerie Price, QCF Treasurer
	Jeremy Eddie
	Rachel Marsh
	Diane Narvaez
	Travis Huntington, Community Relations Manager

Task	Timeline	Whose Involved in Planning?		Requires Formal Approval of the QCF Board	Staff/Volunteer Task Lead*	Date Completed	Notes
		QCF Board of Directors	Golf Planning Committee (GPC)				
Event Logistics, Sponsorships & Pricing							
Pick Tournament Date & Reserve Golf Course	Fall 2024	X	X	Y	Melissa S.	10/14/2024	Date approved by QCF Board 10/22.
Determine schedule for GPC Meetings & Joint QCF/GPC Meetings	January 2025	X	X		QCF Staff Liaison		
Approve Golf Course Contract & Pricing	March 2025	X	X	Y	QCF Staff Liaison		
Review Sponsorship Levels & Team Pricing	March 2025		X		Tournament Co-Chairs		Determine if rates need to increase depending on Golf Course estimate & swag selections.
Determine date for Volunteer Kick-Off Meeting	March 2025		X		Tournament Co-Chairs + Staff Liaison		
Develop & Approve Tournament Budget	March/April 2025	X	X	Y	QCF Staff Liaison		Allows expenditures to be made without seeking further approval. If there is a variance from the approved budget, requires QCF Board approval to spend more.
Develop preliminary list of potential sponsors.	Winter/Spring 2025	X	X		Tournament Co-Chairs		
Update Donation Letters	Spring 2025		X		Tournament Co-Chairs		
Update Square – Point of Sale with registration information	Spring 2025		X		QCF Staff Liaison		
Open Sponsorships & Reach out to potential sponsors	Spring 2025	X	X		Tournament Co-Chairs		
Hold Volunteer Kick-off Rally	Spring 2025	X	X		Tournament Co-Chairs		

Organize Volunteer Assignments	Spring 2025		X		Tournament Co-Chairs		
Sent out event reminder w/ dates & directions	August 2025		X		Tournament Co-Chairs		
Tournament SWAG							
Determine Player SWAG, Select Vendors & Approve Costs	March 2025	X	X	Y	Tournament Co-Chairs		Requires Board Approval due to SWAG Expenditure; GPC invited to QCF meeting.
Select 2025 T-Shirt Design (& any other swag designs)	April 2025		X		Tournament Co-Chairs		
Golf							
Select Contest Holes	Spring 2025		X		Dan/Derek		
Enter into Backswing Contract	Winter/Spring 2025	X	X	Y	Tournament Co-Chairs		QCF Board to approve contract.
Set Mulligan Pricing	Spring 2025		X		Dan/Derek		
Finalize team roster & send to Golf Course	August 2025		X		Dan/Derek/ QCF Staff Liaison		
Marketing							
Develop Save the Date	March/April 2025		X		Community Relations		
Update Sponsorship Marketing Materials	March/ April 2025		X		Community Relations		
Update Website	March/April 2025		X		Community Relations		
Develop Social Media Plan	Spring 2025		X		Community Relations		Works in conjunction with PD PIO
Finalize Event Program & Event Day Printed Material; Order Signage	Summer 2025		X		Tournament Co-Chairs		
Marketing Plan to Release Final Earnings	September 2025	X	X		QCF Staff Liaison/ Community Relations		
Silent Auction & Awards Banquet							
Secure online Silent Action Platform	Winter 2024/2025	X			QCF Staff Liaison		To reach out to Adams 14 Foundation to discuss partnership.
Set-up Silent Auction Web Portal	Summer 2025	X			Silent Auction Chair		
Distribution of Silent Auction Items	Tournament Day	X			Silent Auction Chair		
Collect Donations for Silent Auction	Summer 2025	X	X		Silent Auction Chair		
Create Silent Auction Baskets	Summer 2025	X			Silent Auction Chair		
Book Bison Grill for Awards Banquet Meal	Summer 2025		X		Tournament Co-Chairs		
Determine & Invite Award Program Speakers	August 2025		X		Tournament Co-Chairs		
Determine Awards	Summer 2025		X		Buffalo Run / Tournament Co-Chairs		
Tournament Finances							
Collect & Manage Revenues/Expenses	Jan – August 2025	X			QCF Treasurer		
Collect Money (Checks & Day-of Event)	Summer 2025	X			QCF Treasurer + Finance Department		
Summarize 2025 Earnings	September 2025	Provided for Review	Provided for Review	Y	QCF Treasurer		

*QCF Staff Liaison is available to assist the Co-Chairs with any of these tasks as delegated.