## ProAm Chair Duties (& Pro Chair)

### prochair@denverbridge.org

Ongoing:

 Accumulate new pros by approaching possible Pros to see if willing to play

 Update database

 Oversee all activities of the Am Committee

 Review all correspondence & submit to Unit President/Communications for approval prior to sending.

June/July Hold committee meeting to go over the previous event & what went well & what did not. Distribute summary of the meeting to the committee.

September:

 Get committee established.

Review prior year’s game & plan for upcoming year (procedures, registration, timeline, goals, hand reviewer, etc.)

Review proposed changes with unit.

Make sure Trophies are ordered if needed.

Plan reception if budgeted.

October thru December

 Update worksheets so that they are ready

 Prepare letters with approval by Unit President or Communications Chair

January:

 Send Save the Date to Pros

 Record contact on worksheet & any responses

 Ensure that Pro/Am registration page is activated on website

February:

 Send Ask to Pros & accumulate responses

 Work with Am Chair to coordinate #’s

March:

 Send Follow-up letters to non-Responders

 Work with Am Chair to coordinate #’s

 Remind Pros to review hand after event

April:

 Phone contact with Pros if necessary

 Send thank you to Pros signed up with helpful hints about playing with the Ams

May:

 Work very closely with Am Chair on keeping the Pro & Am #’s close

 Make sure that you have Pro substitutes in case of illness, travel problems, etc. Emphasize for Pros to contact you if plans change.

 Determine how Pros & Ams will be matched

 Send Pro List to DIC for seeding.

 Matching Day

Day of the Event

 Arrive early

 Have name badges ready for Pros & Ams with Table assignment

 Greet participants and make sure no problems with assignments

 Welcome & thanks prior to start

 Announcement of winners with trophies

After the Event:

 Send thank you’s to Pros & evaluations of event to Ams

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| **Author/Revised by** | **Date** |
| Jennifer O’Neill | March 30, 2023 |
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