## 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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