

ProAm Chair Duties (& Pro Chair)

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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

Author/Revised by

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Date

March 30, 2023