



## Applied Host Checklist

As the title sponsor, it is crucial for Applied Underwriters to be prominently represented at the Applied Underwriters Invitational. We thank you for your commitment to serving as the “face” of Applied to the charities and communities that host our events.

Your primary point of contact, the Tournament Director from the charity, can help you ensure the brand is represented adequately on-site. Please use this checklist to ensure you are on track with hosting a successful event.

### Before the event: Secure your foursome

- ☐ Identify the three other golfers in your foursome, send them the downloadable digital brochure, and confirm their attendance.
- ☐ Gather the shirt sizes and handicap of the three other golfers in your foursome, ensure your total team handicap is more than 43.0 and no more than one player is below 8.0.
- ☐ Submit your form back to the Applied Invitational team with the names and contact information of your foursome.
- ☐ Help coordinate the travel needs, if applicable, for your guests.
- ☐ Establish a plan to meet with your foursome on the day of the event.

### Before the event: Connect with the charity

- ☐ Get acquainted with the tournament details and the charity that is hosting the event.
- ☐ Contact the Tournament Director and discuss the event schedule, speaking opportunities, and other ways to promote the Applied brand during the event.
- ☐ Send the Tournament Director the names of golfers in your foursome, along with their handicaps and shirt sizes.

### After the event: Follow up

- ☐ Execute your follow-up strategy for networking during the event.
- ☐ Complete the survey that was emailed to you.
- ☐ Share your experience on social media.