

Golf4Community Distribution Checklist

Ensuring each group receives the right materials at the right time.

1. Admin / Developer Setup Phase

Audience	File(s)	When to Send	Purpose
Primary Admin	Golf4Community_README.md / .pdf	Initial setup	Full instructions for integration
Web Admin	Golf4Community_README.pdf, QuickStart.pdf	Before publishing	Simplified technical reference
Backup Organizer	QuickStart.pdf	After setup	Quick operational guide

2. Community Captain Onboarding

Audience	File(s)	When to Send	Purpose
Captains / Coordinators	QuickStart.pdf + Cover_Letter.pdf	Upon joining	Intro and quick setup
Assistants / Volunteers	QuickStart.pdf	Optional	Short summary guide
Community Leads	Cover_Letter.pdf	Optional	Mission overview

3. Player Communications

Audience	File(s)	When to Send / Show	Purpose
New Players	ThankYou_Card.pdf or HTML	After registration	Confirms signup and mission reminder
Returning Players	HTML Thank-You Email	Upon re-registration	Repeat player confirmation

4. External Distribution

Recipient	File(s)	When	Purpose
Sponsors / Partners	Cover_Letter.pdf	During outreach	Community and charitable overview
Charitable Orgs	Cover_Letter.pdf	Partnership phase	Shows mission and transparency
Media / Press	README.pdf (excerpt)	On request	Explains system structure

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"Building community one swing at a time."