

2006 PDGA Process Schedule

V2 - 2/27/06, Updated 4/27/06, 8/5/06,
V3 - 9/20/06, V4 - 12/22/06, 1/23/07

Color Coding:

Memberships
PDGA Tour
Financial
Board/Staff

Websites
International
Marketing
Other Projects

Weekly/Frequent Core Staff Tasks

Memberships Processing
Membership Updates - COAs, resends etc
Fulfillment House Orders
Harvest addresses for membership pitches
Officials Tests marked
Tour Schedule
TD Event Packages - electronic & mailed
TD Reports Processing
Tour Stats Updates
Tour Event Insurance Certificates
Tour Equipment to leading events

Deposits/Payments
Coding/Entry of Income and Expenses
Monthly Financial Reports
Payroll tax deposits due monthly or quarterly
Board Teleconferences & Minutes
pdga.com & pdgatour.com updates
PDGA Radio shows
Media/Press Releases
pdga e-newsletters
Information Kits
IDGC course work

Scheduled	Achieved	Annual/Periodic Tasks
1/2/2006	x	Update website and on-line directory sponsor/advertisers at pdga.com
1/10/2006	10/30/2006	06 Consulting Agreements Signed
1/15/2006	x	05 Year End Financial Report
1/15/2006	x	06 NT event agreements sent to TDs
1/15/2006	x	06 Pro & Am Worlds agreements drafted
1/15-31/2006	x	Prepare tour program, poster, and business cards
1/31/2006	x	Direct mail to 05 \$5 fee payers & dev members
1/31/2006	x	05 Tour Stats finalized
1/31/2006	x	06 Touring Pros calculated
1/31/2006	x	Quarterly and annual payroll tax returns due
1/31/2006	x	W-2's & 1099s issued to recipients
1/31/2006	x	Demographics Files Updated
1/31/2006	x	Order Tour Banners, any new tour equipment
1/31/2006	x	Colorado & Georgia annual Corporation reports
2/1/2006	x	Winter 2006 from the treetops DG Marketing Newsletter release
2/5/2006	4/15/2006	All 06 US series Major Events Agreements drafted
2/10/2006	x	Undelivered DGWNs considered lost, replace
2/15/2006	x	Worlds Player Invites Calculated, names posted to web site
2/15/2006	x	06 Pro & Am Worlds Agreements Signed
2/15/2006	x	Ratings Update
2/15/2006	x	PDGA Radio Begins
2/15/2006	x	Pro Worlds Video RFP/Bid document completed
2/15/2006	x	Info Kit Updated
2/18/2006	x	Completion of 2006 NT Video News Release
2/15-28/2006	3/15/2006	Design of Worlds Invite Packages
2/20/2006	x	Completion of 2006 NT Press Kit (1st mailing to Arizona media)
2/21/2006	x	Future Worlds Bids received in advance of summit
2/21/2006	x	Email reminder to late renews
2/21/2006	x	Tour program, poster, and business cards received
2/28/2006	x	W-2's & 1099s due to U.S. government
2/28/2006	x	DGWN Deadline for PDGA Articles - call for BOD & SC nominations
2/28/2006	x	Spring Summit Arrival Date

3/1/2006	x	Worlds Waitlists begin
3/1/2006	x	Spring Summit
3/2/2006	x	Spring Summit 1/2 day
3/5/2006	9/10/2006	Other Major Event Agreements Signed
3/5/2006	x	Annual support packages mailed to stakeholders
3/10/2006	3/22/2006	Am Worlds Invites Emailed & Mailed, announce this at the web site
3/15/2006	3/30/2006	Pro Worlds Invites emailed and mailed, announce this at the web site
3/15/2006	6/25/2006	Exit Survey to expired 2004 members
3/15/2006	x	Board/Staff Insurance Policy renewed
3/18-19/2006	x	Pro World Doubles
3/22/2006	x	Prepare DGWN Order & Mailing List
3/31/2006	x	PDGA Touring Player Pins received and mailed out
3/31/2006	x	IDGC Quarterly Report to Columbia County
3/31/2006	x	05 accounting info to Chuck Decker for preparation of IRS form 990.
4/1/2006	x	Worlds Course Reviews Completed
4/1/2006	x	Annual Staff Performance Reviews completed
4/1/2006	x	Touring Pro Cards & Awards Ballots to mailhouse
4/8-9/2006	x	Am World Doubles
4/10/2006	x	1st Pro & Am/Jr Worlds Registration update (weekly/biweekly)
4/10/2006	8/1/2006	Construction IDGC Headquarters Building Begins
4/30/2006	9/12/2006	IDGC Phase 2 Agreement signed with Columbia County
4/30/2006		PDB Database Memberships Module Completed - Theo
4/30/2006	x	Quarterly payroll tax returns due.
4/30/2006	x	Inventory
5/1/2006	x	Spring 2006 from the treetops DG Marketing Newsletter released
5/10/2006	x	Undelivered DGWNs considered lost, replace
5/10/2006	x	Deadline for election candidates and statements
5/15/2006	x	IRS form 990 due to the US Government.
5/15/2006	x	Ratings Update
5/15/2006	x	Worlds basket trophies confirmed with DGA
5/20/2006	x	DGWN Deadline for PDGA Articles
5/25/2006	x	On-line election set-up with campus-vote.com
5/31/2006	x	Pro & Am Worlds Waitlists Reviewed
6/1/2006	x	Begin voting for bylaws, BoD, and contacts
6/1/2006	x	e-newsletter promoting election
6/10/2006	7/5/2006	Am Worlds Confirmation packages, announce at website
6/15-17/2006	x	Japan Open, Nasu Highlands JAPAN
6/22/2006	x	Prepare DGWN Order & Mailing List
6/25/2006	x	2nd review of Worlds waitlists
6/30/2006	7/20/2006	Pro Worlds Confirmation packages, announce at website
6/30/2006	x	IDGC Quarterly Report to Columbia County
7/1/2006	x	PDGA Awards - winners finalized, obelisks ordered
7/6-9/2006	x	US Mid-Nationals
7/15/2006	x	Ratings Update
7/17/2006	x	Am/Jr Worlds Registration Deadline
7/24-29/2006	x	Amateur/Junior Worlds, Tulsa OK
7/31/2006	x	Quarterly payroll tax returns due.
7/31/2006	x	End of voting for bylaws, BoD, and contacts
8/1/2006	x	Summer 2006 from the treetops DG Marketing Newsletter Release
8/1/2006	x	Pro Worlds Registration Deadline
8/2/2006	x	Count election ballots
8/10/2006	x	Undelivered DGWNs considered lost, replace
8/9-12/2006	x	Pro Worlds Augusta GA

8/9-12/2006	x	Pro Worlds Video
8/20/2006	x	Resolve any State Coordinator voting ties etc
8/20/2006	8/5/2006	DGWN Deadline for PDGA Articles
8/25-27/2006	x	European Open, Tampere FINLAND
8/31/2006	x	Book hotel/meeting area for Fall Board Summit
8/31/2006	x	Inventory
9/1/2006	x	New members & exp members 5 yrs + extend to end 06, posted at web site
9/1/2006	x	New bylaws (if any), BoD, and contacts take office
9/1/2006	x	Begin working on 2006 Budget. Have draft ready for Fall Summit
9/1-30/2006	x	06 Tour Planning - system changes, tour standards V1, NT events & dates set
9/22/2006	9/8/2006	Prepare DGWN Order & Mailing List
9/8-10/2006	x	US Amateur DGC
9/15/2006	x	Submit 2007 NT Marketing Plan for Review pre-Fall Summit
9/15/2006	x	Begin authoring 2007 NT Marketing Plan
9/15/2006	x	2007 Rulesbook/rules changes if any to Board
9/15/2006	10/15/2006	Basic completion of IDGC North Course
9/15/2006	x	Future Worlds Bids received in advance of summit
9/15/2006	x	Ratings Update
9/15-17/2006	x	US Masters DGCs
9/20/2006	Feb 2007	Construction IDGC Headquarters Building Completed
9/20/2006	x	Fall Summit Arrival
9/21/2006	x	Fall Summit
9/22/2006	x	Fall Summit
9/29-10/1/06	x	US Womens DGCs
9/30/2006	x	NDGC Quarterly Report to Columbia County
10/1/2006	11/13/2006	Complete Tour Standards and Sanctioning Agreement documents
10/1/2006	10/16/2006	Announce at website, e-letter renewal time is approaching
10/1/2006	x	Pro Worlds Video Review
10/1/2006	x	Call for Ace & Birdie Club logos. Deadline 11/1/06
10/1/2006	x	Solicit 07 Directory advertisers - Cliff Towne
10/5/2006	11/10/2006	Design 07 member cards and soft cards
10/1-15/2006	10/15-11/14	TD Planning Package preparation
10/10/2006	x	07 National Tour Calendar set
10/10/2006	12/22/2006	Pro & Am Worlds Financial Reports received and settled
10/11-14/2006	x	USDGC
10/19/2006	Apr 2007	NDGC Opening/Dedication
10/21-31/2006	11/1-10/06	Renewal/direct mail preparation, 07 member documents & forms
10/25/2006	x	New merchandise items designed
10/31/2006	11/15/2006	07 PDGA Tour Info completed, posted at website
10/31/2006	x	Quarterly payroll tax returns due.
10/31/2006	x	07 Budget finalized
11/1/2006	Jan 2007	Fall 2006 from the treetops DG Marketing Newsletter released
11/1/2006	x	07 Renewal direct mail to mailing house
11/1/2006	11/10/2006	07 Member Info posted at pdga.com
11/1/2006	10/19/2006	Solicit other 2007 PDGA advertisers/sponsors
11/5/2006	11/15/2006	TD Planning Packages emailed, posted at website
11/10/2006	x	Undelivered DGWNs considered lost, replace
11/10/2006	x	Order 07 Legacy & 10 Year member BagTags
11/15/2006	x	PDGA Radio Ends
11/15/2006	11/20/2006	06 Pro Worlds Video Received
11/15/2006	11/27/2006	07 Directory Received
11/15/2006	12/10/2006	New Rulesbook received from printer
11/15/2006	x	Call for bulk orders of merchandise - Breiner
11/15/2006	IDGC	Book hotel/meeting area for spring Board Summit
11/20/2006	11/5/2006	DGWN Deadline for PDGA Articles

11/20/2006	12/15/2006	07 Ace & Birdie Club Logos finalized
11/30/2006	x	07 SuperTour schedule set
11/30/2006	12/22/2006	07 Guide to PDGA Europe completed
12/1/2006	11/28/2006	First batches 2007 memberships
12/1/2006	x	Prepare Pre-Final Stats and Year in Review Article - DG World
12/10/2006	12/22/2006	07 Consultant Agreements Drafted
12/15/2006	x	07 Electronic TD Report completed
12/15/2006	12/19/2006	Ratings Update
12/22/2006	x	Prepare DGWN Order & Mailing List
12/22/2006	x	PDGA Logo embroidered shirts ordered
12/31/2006	11/30/2006	All 07 core member documents completed
12/31/2006	x	All 07 core event documents completed
12/31/2006	Jan 2007	IDGC Quarterly Report to Columbia County
12/31/2006	12/15/2006	07 Tour Insurance Policy in place
12/31/2006	x	Inventory