

## Tiburon Golf Club Tournament Planner

Make your event a success. Call Tiburon Golf Club 895-2688 To reserve you date Today

The key to pulling off a successful golf event is finding a golf course that is playable for all players and a support staff that will go out of it' s way to make your event a success. Tiburon Golf Club is proud to be recognized as OMAHA Best Golf Course in 2008 by Omaha Magazine. Please use the tournament planner below with our complements.

Nine Months Prior to the Event			
TASK	Who	Due Date	Due Date
Contact Tiburon Golf Club to arrange date		_____	_____
Have two dates in mind in case the first one is taken		_____	_____
Have a budget in mind per person for your event. Take into consideration food and beverage costs		_____	_____
Select a Tiburon food and beverage option		_____	_____
Select Player Gifts for your event- Tiburon has a great selection of items to meet any budget.		_____	_____
A hole in one contest makes every event great.		_____	_____
See a Tiburon Staff member for inexpensive hole in one insurance and other prize options.		_____	_____
Ask a Tiburon Staff member about the FREE website service for your event.		_____	_____
Six Months Prior to the Event			
TASK	Who	Due Date	Due Date
Establish Player Method of Payment (if applicable)		_____	_____
Sign Course contract-pay deposit		_____	_____
Prepare invite list		_____	_____
Contact potential sponsors-obtain sponsor logo's		_____	_____
Design Logo		_____	_____
Select Tournament format- A four person scramble is the most common type of event		_____	_____
Arrange Hole in One Insurance		_____	_____
Select and order awards		_____	_____
Develop a Volunteer Committee		_____	_____
Begin process of securing auction / raffle items		_____	_____
Develop list of tournament signage needed		_____	_____
Look at Advertising options for your event		_____	_____
Prepare registration list/Have cut-off date in mind		_____	_____
Solicit sponsors		_____	_____

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Three Months Prior to the Event			
TASK	Who	Due Date	Due Date
Meet with Tiburon staff go over event plans		_____	_____
•Food and Beverage Options		_____	_____
•Player Gifts		_____	_____
•Signage set-up		_____	_____
•Registration area		_____	_____
•Room for after event party		_____	_____
•Hole in One insurance		_____	_____
•Pin prizes		_____	_____
•Verify final pairings		_____	_____
Order shirts, shoes, gloves or any player gifts		_____	_____
Arrange for a photographer		_____	_____

Two Weeks Prior to the Event			
TASK	Who	Due Date	Due Date
Prepare player gifts/ goodie bags		_____	_____
Revise pairings-plan for the fact that some people who say they are golfing may not show up.		_____	_____
Write emcee's script		_____	_____
Pay Guarantee to golf course		_____	_____
Confirm VIP's		_____	_____
Draft Final Pairings		_____	_____
Notify media		_____	_____

Tournament Day			
TASK	Who	Due Date	Due Date
Deliver Material to golf course		_____	_____
Set up for registration- arrive at least 2 hours before your event is scheduled to start		_____	_____
Place VIP parking spaces if applicable		_____	_____
Play golf- but be the first done, if you are incharge and do have anyone in the3 clubhouse ahead of you taking care of business		_____	_____

After the Tournament			
TASK	Who	Due Date	Due Date
Evaluate event		_____	_____
Reconcile invoices		_____	_____
Send thank you's		_____	_____

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