

# TOURNAMENT CHECKLIST



## FIRST THINGS FIRST

- ☐ Choose the date of the event
- ☐ Estimate the number of players expected
- ☐ Guarantee the reservation with a major credit card
- ☐ Turn in the signed contract to your tournament coordinator

## 6-8 WEEKS PRIOR TO THE EVENT

Assess your merchandise needs for the following:

- ☐ Tee gifts for participants
- ☐ Tournament prizes
- ☐ Staff or volunteer needs
- ☐ Order banners and/or hole sponsorship signs
- ☐ Order hole-in-one insurance, if needed
- ☐ Update Club with estimated number of players

## 4 WEEKS PRIOR TO THE EVENT

- ☐ Choose your menu and finalize the food and beverage contract. Notification and approval is needed from the Club if you intend to have any donated product at your event. A corkage/ service fee may apply.

## 1-2 WEEKS PRIOR TO THE EVENT

Your Tournament Coordinator will request details on the following:

- ☐ Format of your competition
- ☐ Course contests
- ☐ Hole-in-one insurance and prize information
- ☐ Special needs for sponsors, volunteers, etc.
- ☐ Number of tables needed for registration

- ☐ Accurate title and spelling of the event name
- ☐ Gift certificate needs
- ☐ Other set up information, such as putting contests, placement of tee prizes, placement of sponsor signs, etc.

## 1 WEEK PRIOR TO THE EVENT

- ☐ Final player count
- ☐ Final payment is due

## 3 DAYS PRIOR TO THE EVENT

- ☐ Send player list to the Club's Tournament Coordinator via email

## 1 DAY PRIOR TO THE EVENT

- ☐ Deliver signs, banners, prizes or hole-in-one cards that need to be pre-staged

## DAY OF THE EVENT

- ☐ Allow an hour and a half prior to your scheduled start for registration
- ☐ Final payment for any additional charges is due

## AFTER THE EVENT

- ☐ Remember to pick up any prizes
- ☐ Remember to pick up any banners or signs
- ☐ Choose a date for your NEXT outing!