

# TOURNAMENTS & OUTINGS

Tournament name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number of people: \_\_\_\_\_ Rate: \_\_\_\_\_

Main contact: \_\_\_\_\_ Phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_ On-site contact: \_\_\_\_\_

Master account: \_\_\_\_\_

## TOURNAMENT STAFF STEPS:

1) Confirm group is blocked correctly in system and that rate is coded correctly in system: \_\_\_\_\_ (initial)

2) Confirm number of players on signed agreement match number of players blocked in system: \_\_\_\_\_

Initial call from tournament coordinator: \_\_\_\_\_ (initial with date - should be no more than 5 days after file is turned over)

Confirmed number of players: \_\_\_\_\_

Arrival | Departure Info | Colored Bag Tags & Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

"31 day" call from tournament coordinator: \_\_\_\_\_ (initial with date & time) Confirmed number of players: \_\_\_\_\_

"16 day" call from tournament coordinator: \_\_\_\_\_ (initial with date & time) Confirmed number of players: \_\_\_\_\_

"9 day" call from tournament coordinator: \_\_\_\_\_ (initial with date & time) Confirmed number of players: \_\_\_\_\_

*\*Please note: No player reductions can be made within a 7-day period without approval from the Sales Manager or the Director of Golf*

## BILLING PROCEDURES: Please indicate with a "x" which charges are to go to the MASTER or INDIVIDUAL

MASTER

INDIVIDUAL

Golf fees: \_\_\_\_\_ Including green fees, cart fees and golf service fees

Club rental: \_\_\_\_\_ Contacted outside ops manager with specifics/# needed: \_\_\_\_\_

Beverage cart: \_\_\_\_\_ Notes: \_\_\_\_\_

Retail merch: \_\_\_\_\_ Contact retail group manager with specifics: \_\_\_\_\_

**GOLF NOTES AND SPECIAL EVENTS:**

Format: \_\_\_\_\_ Tee(s) starting from: \_\_\_\_\_

Closest to the pin: \_\_\_\_\_ Longest drive: \_\_\_\_\_

Straightest drive: \_\_\_\_\_ Longest putt: \_\_\_\_\_

Scoring?: \_\_\_\_\_ Tee gift distribution?: \_\_\_\_\_

Scoreboard needed?: \_\_\_\_\_ Gift certificate needed?: \_\_\_\_\_

Tee signs/banners?: \_\_\_\_\_ Pin placement #: \_\_\_\_\_

Registration location?: \_\_\_\_\_ Tables requested?: \_\_\_\_\_

Post event function?: \_\_\_\_\_ Pin flags/maintenance: \_\_\_\_\_

Hole-in-one holes?: \_\_\_\_\_ Rain date: \_\_\_\_\_

Putting contest?: \_\_\_\_\_ Extra carts needed?: \_\_\_\_\_

Marketing/advertising: Y \_\_\_\_\_ N \_\_\_\_\_ *(Materials need to be submitted to Marketing 4-6 weeks prior to event)*

**TOURNAMENT SUMMARY:**

Notes: \_\_\_\_\_

\_\_\_\_\_

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## OUTSIDE STAFF TOURNAMENT CHECKLIST:

Group name: \_\_\_\_\_ Contests: \_\_\_\_\_ Closest to pin  
Hole: \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ #  
Date of event: \_\_\_\_\_ Longest drive  
Hole: \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ #  
Number of players: \_\_\_\_\_ Straightest drive  
Hole: \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ #

Starting time: \_\_\_\_\_ Other: \_\_\_\_\_

Arriving by: \_\_\_\_\_ Car \_\_\_\_\_ Bus \_\_\_\_\_ Van \_\_\_\_\_

Arrival time: \_\_\_\_\_ Signage/Banners: \_\_\_\_\_

Men (*tee selection*): \_\_\_\_\_ Women (*tee selection*): \_\_\_\_\_

Range ball set up: \_\_\_\_\_ Tee gifts: \_\_\_\_\_

Cart plates: Y \_\_\_\_\_ N \_\_\_\_\_ Scorecards: Y \_\_\_\_\_ N \_\_\_\_\_ Rules sheet: Y \_\_\_\_\_ N \_\_\_\_\_

Rental club arrangements: \_\_\_\_\_ Preloaded \_\_\_\_\_ At time of \_\_\_\_\_

Payment: \_\_\_\_\_ On own \_\_\_\_\_ On account \_\_\_\_\_

Format of start: \_\_\_\_\_ Shotgun \_\_\_\_\_ Tee times \_\_\_\_\_ Double tee times \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Holes being used for shotgun: \_\_\_\_\_

### Carts Required:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B



## FOOD AND BEVERAGE NEEDS:

**BREAKFAST:**

Breakfast selection: \_\_\_\_\_ Breakfast start time: \_\_\_\_\_ Number of people: \_\_\_\_\_

**LUNCH:**

Lunch selection: \_\_\_\_\_ Lunch start time: \_\_\_\_\_ Number of people: \_\_\_\_\_

**DINNER:**

Dinner selection: \_\_\_\_\_ Dinner start time: \_\_\_\_\_ Number of people: \_\_\_\_\_

### FOOD AND BEVERAGE NEEDS:

**CUSTOM OPTIONS/PRICING:**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Start time: \_\_\_\_\_ Number of people: \_\_\_\_\_ Cost per person: \_\_\_\_\_

## CLUB TOURNAMENT BOOKING INFORMATION

Group name: \_\_\_\_\_

Date of event: \_\_\_\_\_ Format: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Shotgun start type: \_\_\_\_\_

Shotgun: \_\_\_\_\_ Tee times: \_\_\_\_\_

Number of players: \_\_\_\_\_

Beverage needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Food needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FIELD EVENTS:

Closest to the pin: Hole: \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ #

Long Drive Men: \_\_\_\_\_ Women: \_\_\_\_\_

Straight Drive Men: \_\_\_\_\_ Women: \_\_\_\_\_

Long Putt Men: \_\_\_\_\_ Women: \_\_\_\_\_

Gift certificate needed: \_\_\_\_\_

Are we needed to score the event? \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Putting contest: \_\_\_\_\_

Special needs: \_\_\_\_\_

Total price: \_\_\_\_\_