

TOURNAMENT NEEDS ANALYSIS & CHECKLIST

Tournament Name: _____

Date: _____ Time: _____ Number of People: _____ Rate: _____

Main Contact: _____ Phone Number: _____

Contact Email Address: _____ On-Site Contact: _____

Master Account: _____

Purpose of Event: _____ If charitable, goals for funds raised: _____

TOURNAMENT TEAM MEMBER STEPS:

1. Confirm group/tee times are blocked correctly in system and that the rate is coded correctly in the system ____ (initial)

2. Confirm number of players on signed agreement match the number of players blocked in system: _____

3. Cancellation/attrition clauses have been discussed and reviewed with tournament contact: _____

4. Payment authorization form executed by tournament contact(s): _____

5. Is the event tax exempt? If so, secure the proper documents, set up the account in F&B and golf as such and make sure to communicate to accounting: _____

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 Director of Golf

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CHECKLIST ACTIONS

F&B headcount total (including non-playing Guests):_____ Confirm Chef has BEO with updated F&B count:_____

Confirm:

Format_____ Contest Holes_____ Tees being Played_____ Net or Gross_____

Send tournament contact person a tournament roster template for easier upload for Golf Genius:_____

Confirm:

Tee gifts_____ Registration Tables & Location_____ Drink Tickets for cart setup/staging_____

Send event information and names to gatehouse (if applicable) to allow entry to the facility:_____

Discuss beverage cart inventory needs with tournament contact:_____

Schedule Team Members to install sponsor signs and hole contest signs:_____

Schedule Team Members to pick up sponsor and hole contest signs following play, be sure they take a radio or phone so they can communicate hole contest winners to scoring:_____

Appoint Team Members to lead out groups to starting holes:_____

If the event is large enough, designate alternate parking needed. Are shuttles needed to pickup before and post event?
Before Event:_____ Post Event:_____

Banners, sponsor signs, etc. discussed with tournament contact. Identify who is installing and when
Who:_____ When:_____

Will event need extra carts or carryalls:_____

If extra carts, who is contacting cart dealer for rental fleet price:_____

If extra carryalls are needed for set up inform golf maintenance of need and how many and when can they be available:_____

BILLING PROCEDURES:

Please indicate with a "X" which charges are to go to the Master or Individual

	MASTER	INDIVIDUAL	
Golf Fees:	_____	_____	<i>Including green fees, cart fees and golf service fees</i>
Club Rental:	_____	_____	<i>Contacted outside ops manager with specifics/# needed: _____</i>
Beverage Cart:	_____	_____	<i>Notes: _____</i>
Retail Merch:	_____	_____	<i>Contact retail group manager with specifics: _____</i>
Dining/F&B:	_____	_____	<i>Clubhouse/F&B outlet charging</i>

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