



# THE "ORIGINAL" GOLF TOURNAMENT PLANNING TIME LINE ORGANIZER

The Original Golf  
Tournament Time  
Line Organizer  
featuring new 3-in-1  
accelerated versions  
"9-month, 6-month,  
or 3-month" timelines  
to help you get it  
done on time!

How To Solve All Your  
Golf Tournament  
Planning Challenges  
*Fast & Forever!*



Compiled & Written by  
**Mike Mucci**  
&  
**The AAGTP Partner's Network**  
All About Golf Tournament Planning  
Cleveland, Ohio



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## **The Very Best Golf Tournament Day Signage**

Golf tournament and golf tee signs printed in brilliant full color, exceptional quality, plus tournament customizing features ... complimented by low, affordable pricing from VictoryStore.com in association with AAGTP.

- Design-Your-Own System / Full Color
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- Reputable Company & Impeccable Customer Service
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**" ... an exceptional product, one the very best I've seen in my 30 plus years in the golf tournament business."** *Mike Mucci, AAGTP, Executive Director, Cleveland, Ohio.*

Golf tournament signs can be customized online using a "design-your-own" system or work directly with a customer service representative. Golf tee signs and golf signs can also be turned into vinyl outdoor banners

For more details visit ... <http://www.victorystore.com/golf/>





## How To Solve All Your Golf Events Planning & Organizing Problems, *Fast & Forever!*

Dear Friend in Golf,

You hold in your hands the “power” to replace unproductive costly and frustrating golf tournament planning with **PROVEN** strategies and techniques that will **PREDICTABLY DELIVER** a quality, profitable event every time.

The main thing you should know about *All About Golf Tournament Planning* and its network of Partners is this:

Unlike a lot of speakers, authors and consultants, I actually do what I teach.

I’ve been involved in golf events from PGA Section events to fund raising projects with professional sports teams since 1968; and I continue to coach golf tournament planners on a daily basis.

I’ve seen millions of dollars raised through golf events and I work with over 2,500 golf event subscribers online.

**Our AAGTP Partners Program and the “Original Tournament Time Line Organizer”** give you an systematic way to plan.

With our simple system, you’ll learn how to successfully delegate responsibility to your golf committee, attract title sponsors, maximize sponsorship revenues, fill your playing field and gain the knowledge to differentiate your golf event from the competing golf events in your community.

**The problem is:** You can’t establish or grow your golf tournament if you can’t confidently utilize a proven system that takes you by the hand and provides you support any time you need it. The answer is right here.

What you have in your hands is the introduction of a golf tournament planning “process” ... a learning system ... intended to take you from wherever you are to an elite, rare place in the golf event planning world – possessing predictable, reliable, profitable tournament planning strategies and golf professional “street smarts” that will grow your event with confidence.

So we urge you to start today. Skim the material to get an overview of everything in this eBook. If you have a question, feel free to email us, we will be glad to respond. You may also want to enroll in our eCourses and learn even more management strategies.

This small investment of time **WILL** yield truly amazing results and you will gain many competitive advantages.



Remember, you eat an elephant the same way you eat a hamburger – just one bite at a time. Hopefully you'll have faith in the system. Trust us to take you from step one to the awards banquet after the tournament. That's what this is designed to do. Congratulations on your initiative and determination to **PLAN SMARTER – NOT HARDER.**

Yours in golf,

***Mike Mucci***  
AAGTP – Exec. Director



## How To Use "*The Original Tournament Timeline Organizer*" & Why You Should!

Simply, follow the system. If you are 9 months out, start with the 9 months checklist. Six months out? Start with six months. Have only a short time until your event? Use the 3 months checklist; there are valuable aids even there. Just follow the steps. If you have questions about the system, email or call us.

Golf tournament planners from around the world sign up for our tournament planning ezines and ecourses every day. We remain the most visited golf tournament planning site on the Internet.

Planners representing many different organizations, are daily changing their tournaments income levels for the better by putting our tournament planning ideas to work.

Like you, most started with our organizer. There is no good reason your present or future event won't experience comparable results – unless you simply close your mind to the possibilities or fail to take action.

This "**Time Line Organizer**" helps eliminate these two major flaws found at the root of most golf tournaments. For your convenience, we have defined each necessary step of the golf tournament planning process for nine, six and even a three months time frame.

We hope this ebook provides you with the knowledge and confidence to plan, promote and operate a highly successful event for your organization, group or corporation.



## Nine (9) Month Step-by-Step “Quick Start Checklist” & Tournament Timeline

Here is a checklist and quick start guide for you to reference through the entire tournament planning process. It differs from others because it incorporates our free educational tools and personal support.

Please make a copy of this checklist. Then sit down, read it over carefully, and get ready to take action!



Put this guide on the top of your pile of things to do. Keep it on top.

Don't procrastinate. Tournament planners that don't follow a formula end up with mixed results, less profit and more distractions.

Now that you have a new sense of energy and commitment to making your golf event all that it can be, you will not only reference this guide often, you'll actually be introduced to new tools that will help empower you to lead your golf committee for maximum results.

### **Action.**

Not contemplation, no guesswork.

No more thinking about it.

With this organizer remember we are going to help you. You have an incredible advantage of being able to get our backup and support from the *AAGTP Partners Program*. You don't have to risk floundering around without any help or direction. There's only one thing we can't do, and that is getting you to move *forward*.

You should allow an absolute minimum of nine months to plan your golf event. For best results and less anxiety for all involved use the following when planning your next event.





**Nine Months Prior to Event**

**Completion Date**

Select Tournament Director	_____
Choose Committee Chairpersons	_____
Hold Initial Planning Meeting with Tournament Director and Committees	_____
Select Theme	-----
Agree on Tournament Format	_____
Select Contests and Events	_____
Choose Peripheral Activities	_____
Discuss Pre-Tournament events	_____
Obtain Insurance Quotes <b>Qualify for 20% discount</b> with National Hole in One, largest worldwide provider ... contact your AAGTP Partner for details.	_____
Identify Legal Liabilities	_____
Identify and qualify sponsors and donors	
Visit and inspect facility/course	_____
Select tournament Date and Time	_____
Select course and sign contract	_____



**Six Months Prior to Event**

**Completion Date**

Hold meeting of Tournament Director And Committee - Enroll in <b>Free 30 Minute Coaching Consultation</b> To Discuss Major Challenges & Goals ... <b>see page 26</b>	_____
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- Determine if athletes or celebrities are to be included in the event \_\_\_\_\_
- Begin marketing sponsorship / partnership packages to qualified candidates \_\_\_\_\_
- Design logo and USP for the event \_\_\_\_\_
- Design entry forms \_\_\_\_\_
- Finalize the budget \_\_\_\_\_
- Secure any needed equipment \_\_\_\_\_
- Locate and reserve communication for two way radios. \_\_\_\_\_
- Sign agreements with athletes/celebrities \_\_\_\_\_
- Prepare initial press release \_\_\_\_\_
- Finalize and sign contracts for food and beverage functions \_\_\_\_\_



**120 Days Prior to Golf Event**

**Completion Date**

Hold meeting of Tournament Director and Committee

\_\_\_\_\_

Distribute volunteer forms and waivers

\_\_\_\_\_

Determine awards and order them  
**Award Connection Special Discount Offer – see page 33**

Determine player goody bags

\_\_\_\_\_

**90 Days Prior to Tournament**

**Completion Date**

Meeting with Tournament Director and Committee Chairs

\_\_\_\_\_

Meet with volunteers and discuss assignments

\_\_\_\_\_

Order Signs (See VictoryStore.com)

\_\_\_\_\_

Print entry forms

\_\_\_\_\_

Distribute entry forms and advertising

\_\_\_\_\_

Hold press conference or issue second press release

\_\_\_\_\_

Finalize peripheral activities

\_\_\_\_\_

Hire photographer

\_\_\_\_\_

Hire videographer

\_\_\_\_\_

Secure Hole in One insurance

**Earn 20% discount with *National Hole in One***

\_\_\_\_\_

Secure legal insurance (optional)

\_\_\_\_\_



**60 Days Prior to Tournament**

**Completion Date**

Hold meeting of Tournament Directors and Committee Leader

\_\_\_\_\_

Order logo shirts or tee shirts for staff  
VictoryStore.com. **866-241-2295**

\_\_\_\_\_

Issue third press release

\_\_\_\_\_

Decide on course starters, rangers etc.

\_\_\_\_\_

Re-check all planned peripheral activities

\_\_\_\_\_

Monitor entry form response

\_\_\_\_\_

Confirm celeb-athlete participation

\_\_\_\_\_

**30 Days Prior to Tournament**

**Completion Date**

Hold meeting with Tournament Director and Committee Leaders

\_\_\_\_\_

Order Event Sponsorship Signs.  
VictoryStore.com. **866-241-2295**

\_\_\_\_\_

Plan positioning of sign and banners

\_\_\_\_\_

Confirm tee times and golf course responsibilities

\_\_\_\_\_

Confirm food and beverage functions

\_\_\_\_\_

Examine proofs for any logo product

\_\_\_\_\_

Confirm awards and prizes are on schedule to arrive on time

\_\_\_\_\_



**21 Days Before Tournament**

**Completion Date**

Meeting with Tournament Director and Committee Leaders

\_\_\_\_\_

Assemble Tournament goody bag contents

\_\_\_\_\_

**7 Days Before Tournament**

**Completion Date**

Hold meeting of Tournament Director and Committee Leaders

\_\_\_\_\_

Issue final press release

\_\_\_\_\_

Check that gifts and prizes are logoed correctly

\_\_\_\_\_

Confirm athletes/celebrities appearances

\_\_\_\_\_



**48 Hours Prior to Tournament**

Determine pairings and make necessary adjustments  
 (Unless yours is a charity event in which corporate sponsors choose team members. In that case, make sure to ask for their approximate score per 18.)

**Completion Date**

\_\_\_\_\_

Check with golf staff to make sure cart signs, tournament rules, pairing sheets, pin placement sheets, etiquette sheets, complete player roster have been prepared

\_\_\_\_\_

Discuss any changes with course staff and food & beverage group

\_\_\_\_\_

Determine final guaranteed numbers

\_\_\_\_\_

Build money change boxes for sales of Texas tees, mulligans, and peripheral events..etc.

\_\_\_\_\_

Have lines and circles placed on fairways and greens

\_\_\_\_\_

**Tournament Day**

**Completion Date**

Ice down all beverages (6-12 hours early)

\_\_\_\_\_

Test two-way radios, distribute re-test

\_\_\_\_\_

Place sponsor signs on each tee or greens

\_\_\_\_\_

Set up hole-in- one prize and signage

\_\_\_\_\_

Put up parking signs

\_\_\_\_\_

Make sure driving range is staffed

\_\_\_\_\_

Set up registration tables

\_\_\_\_\_

**Tournament Day Continued**

**Completion Date**

Set up sales of Texas tees, pre-tournament activities and mulligans

\_\_\_\_\_

Set up awards table and prize display

\_\_\_\_\_



Set up scoring table	_____
Set up score board	_____
Final instructions for photographer and videographer	_____
Place contest markers on holes	_____
Distribute goody bags at registration to all players	_____
Make sure course monitors are on the job	_____
Give last minute instructions to golfers	_____
<b>During the Tournament</b>	<b>Completion Time</b>
Individually greet and thank all players at the turn	_____
Continually check two-way radio communications	_____
Supervise and support volunteers	_____
<b>After the Tournament</b>	<b>Completion Time</b>
Supervise scoring results	_____
Post the scores	_____
Hold Dinner & Awards Ceremony	_____
Oversee departure of players	_____
Equipment pick up, pack up	_____
Clean up tournament site	_____
<b>Post Tournament Follow Up</b>	<b>Completion Date</b>
Pay all vendors	_____
Mail critique forms and final tournament results	_____



Hold a volunteer party and critique session

---

Complete and distribute financial accounting

---

File all Player and Volunteer Profile Sheets

---

Thank you letters include invite for next year.

---

Plan Web site

---

Produce monthly newsletter to continue momentum for next year and to promote sponsors all year round to event participants.

---

Discuss benefits of a Million Dollar Shoot-Out for next years event.

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Discuss benefits of a Golf – A- Thon

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**Vacation Certificates for FREE Hotel Rooms on your next vacation.** You can use the certificate to receive up to **\$400 in "Free Accommodations"** for two at your choice of 24 fantastic resort locations in the United States and Mexico including Las Vegas, Myrtle Beach, Palm Springs, Honolulu, Orlando, Cancun just to name a few. **See page 36 for details.**

**Would You Like This Timeline Organizer Customized Free With Your Organization Logo? Ex. Lions Club, Rotary, Elks, etc.,**  
For details, email Mike Mucci today – [mamucci@golftp1.com](mailto:mamucci@golftp1.com)





## Six (6) Month Step-by-Step “Quick Start Checklist” & Tournament Timeline

Completion Date

Select Tournament Director \_\_\_\_\_

Choose Committee Chairpersons  
 (Your most important decision involved in planning a successful tournament)  
**Details revealed in FREE 30 Minute Coaching Consultation – see page 27**

\_\_\_\_\_

Enroll in Free **Planning Ecourse** - Instantly download over \$1,000 in money saving strategies - **see page 25**

\_\_\_\_\_

Hold Initial Planning Meeting with Tournament Director and Committees

\_\_\_\_\_

Select Theme

\_\_\_\_\_

If considering **Corporate Customer Appreciation Event** – New, Unique Money Saving Concept Developed By **Tee Up Sales- see page 32**

\_\_\_\_\_

Agree on Tournament Format

\_\_\_\_\_

Build an **Action Plan** to govern entire tournament blue print. FREE example can be obtained from FREE **Sponsorship Revenue eCourse - see page 25**

\_\_\_\_\_

Select Contests and Events

\_\_\_\_\_

Choose Peripheral Activities

\_\_\_\_\_

Discuss Pre-Tournament events

\_\_\_\_\_

Obtain Insurance Quotes

**Qualify for 20% discount** from **National Hole in One**

\_\_\_\_\_

Identify Legal Liabilities

\_\_\_\_\_



Identify and qualify sponsors and donors

<b>A. Enroll in Free Sponsorship Revenue eCourse - see page 25</b>	<hr/>
<b>B. Request Free Sponsor Revenue Generating Contact System - see page 28 Referral Reward Bonus - \$97 value</b>	<hr/>

Visit and inspect facility/course	<hr/>
Select tournament Date and Time	<hr/>
Select course and sign contract	<hr/>
Discuss Pre-Tournament events, if applicable	<hr/>
<b>Five Months Prior to Event</b>	<b>Completion Date</b>

Hold meeting of Tournament Director And Committee - Enroll in <b>Free 30 Minute Coaching Consultation</b> To Discuss Major Challenges & Goals ... <b>see page 26</b>
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Determine if athletes or celebrities are to be included in the event	<hr/>
Begin marketing sponsorship / partnership packages to qualified candidates	<hr/>
Design logo and USP for the event	<hr/>
Design entry forms	<hr/>
Finalize the budget	<hr/>
Secure any needed equipment	<hr/>
Locate and reserve communication for two way radios.	<hr/>
Sign agreements with athletes/celebrities	<hr/>
Prepare initial press release	<hr/>
Finalize and sign contracts for food and beverage functions	<hr/>



**4 Months Prior to Golf Event**

**Completion Date**

Hold meeting of Tournament Director and Committee

\_\_\_\_\_

Distribute volunteer forms and waivers

\_\_\_\_\_

Determine awards and order them  
**Award Connection Special Discount Offer – see page 33**

\_\_\_\_\_

Determine player goody bags

\_\_\_\_\_

**3 Months Prior to Tournament**

**Completion Date**

Meeting with Tournament Director and Committee Chairs

\_\_\_\_\_

Meet with volunteers and discuss assignments

\_\_\_\_\_

Order signage and banners  
 Contact **Golf Tournament Supplies.com** - see page 3

\_\_\_\_\_

Print entry forms

\_\_\_\_\_

Distribute entry forms and advertising

\_\_\_\_\_

Hold press conference or issue second press release

\_\_\_\_\_

Finalize peripheral activities

\_\_\_\_\_

Hire photographer

\_\_\_\_\_

Hire videographer

\_\_\_\_\_

Secure Hole in One insurance

\_\_\_\_\_

**Earn 20% discount** with *National Hole in One*

Secure legal insurance

\_\_\_\_\_

**2 Months Prior to Tournament**

**Completion Date**

Hold meeting of Tournament Directors and Committee Leader

\_\_\_\_\_



Order logo shirts or tee shirts for staff  
 VictoryStore.com. **866-241-2295** \_\_\_\_\_

Issue third press release \_\_\_\_\_

Decide on course starters, rangers etc. \_\_\_\_\_

Re-check all planned peripheral activities \_\_\_\_\_

Monitor entry form response \_\_\_\_\_

Confirm celeb-athlete participation \_\_\_\_\_

**One Month Prior to Tournament** **Completion Date**

Hold meeting with Tournament Director  
 and Committee Leaders \_\_\_\_\_

Plan positioning of sign and banners \_\_\_\_\_

Confirm tee times and golf course  
 responsibilities \_\_\_\_\_

Confirm food and beverage functions \_\_\_\_\_

Examine proofs for any logo product \_\_\_\_\_

Confirm awards and prizes are on  
 schedule to arrive on time \_\_\_\_\_

**21 Days Before Tournament** **Completion Date**

Meeting with Tournament Director and  
 Committee Leaders \_\_\_\_\_

Assemble Tournament goody bag contents \_\_\_\_\_

**7 Days Before Tournament** **Completion Date**

Hold meeting of Tournament Director and  
 Committee Leaders \_\_\_\_\_

Issue final press release \_\_\_\_\_

Check that gifts and prizes are logod  
 correctly \_\_\_\_\_

Confirm athletes/celebrities appearances \_\_\_\_\_



**48 Hours Prior to Tournament**

**Completion Date**

Determine pairings and make necessary adjustments  
(Unless yours is a charity event in which corporate sponsors choose team members. In that case, make sure to ask for their approximate score per 18.)

\_\_\_\_\_

Check with golf staff to make sure cart signs, tournament rules, pairing sheets, pin placement sheets, etiquette sheets, complete player roster have been prepared

\_\_\_\_\_

Discuss any changes with course staff and food & beverage group

\_\_\_\_\_

Determine final guaranteed numbers

\_\_\_\_\_

Build money change boxes for sales of Texas tees, mulligans, and peripheral events..etc.

\_\_\_\_\_

Have lines and circles placed on fairways and greens

\_\_\_\_\_

**Tournament Day**

**Completion Date**

Ice down all beverages (6-12 hours early)

\_\_\_\_\_

Test two-way radios and distribute re-test

\_\_\_\_\_

Place sponsor signs on each tee or greens

\_\_\_\_\_

Set up hole-in-one prize and signage

\_\_\_\_\_

Put up parking signs

\_\_\_\_\_

Make sure driving range is staffed

\_\_\_\_\_

Set up registration tables

\_\_\_\_\_

**Tournament Day Continued**

**Completion Date**

Set up sales of Texas tees, pre-tournament activities and mulligans

\_\_\_\_\_

Set up awards table and prize display

\_\_\_\_\_

Set up scoring table

\_\_\_\_\_



Set up score board	_____
Final instructions for photographer and videographer	_____
Place contest markers on holes	_____
Distribute goody bags at registration to all players	_____
Make sure course monitors are on the job	_____
Give last minute instructions to golfers	_____
<b>During the Tournament</b>	<b>Completion Time</b>
Individually greet and thank all players at the turn	_____
Continually check two way radio communications	_____
Supervise and support volunteers	_____
<b>After the Tournament</b>	<b>Completion Time</b>
Supervise scoring results	_____
Post the scores	_____
Direct the awards ceremony	_____
Oversee departure of players	_____
Equipment pick up, pack up	_____
Clean up tournament site	_____
<b>Post Tournament Follow Up</b>	<b>Completion Date</b>
Pay all vendors	_____
Mail critique forms and final tournament results	_____
Hold a volunteer party and critique session	_____



Complete and distribute financial accounting \_\_\_\_\_

File all Player and Volunteer Profile Sheets \_\_\_\_\_

Thank you letters and invite for next year. \_\_\_\_\_

Plan web site \_\_\_\_\_

Newsletter continue event and sponsorship promotion on monthly basis \_\_\_\_\_

Discuss Million Dollar Shoot-Out event for next year \_\_\_\_\_

Discuss Golf – A- Thon promotion for next year events as part of a larger “event strategy” \_\_\_\_\_



<b>Golf Tournament Planning Business Opportunity ... <a href="#">Our Business Can Be Your Business.</a> Check Out The AAGTP Partners Program Today.</b>
Free report provides all the details. Email <a href="mailto:mamucci@golftp1.com">mamucci@golftp1.com</a>



## Three (3) Month Step-by-Step “Quick Start” Checklist & Tournament Timeline

Select Tournament Director \_\_\_\_\_

Choose Committee Chairpersons  
**Details revealed in FREE 30 Minute Coaching Consultation – see page 27**

**Enroll in Free 30 Day Planning Ecourse -**  
Instantly download over \$1,000 in money saving strategies - **see page 25**

Hold Initial Planning Meeting with Tournament Director and Committees \_\_\_\_\_

Select Theme \_\_\_\_\_

Agree on Tournament Format \_\_\_\_\_

Build an **Action Plan** to govern entire tournament blue print. Free outline available in **Sponsorship Revenue eCourse - see page 26**

Select Contests and Events \_\_\_\_\_

Choose Peripheral Activities \_\_\_\_\_

Discuss Pre-Tournament events \_\_\_\_\_

Obtain Insurance Quotes \_\_\_\_\_

**Qualify for 20% discount** from National Hole in One, largest worldwide provider \_\_\_\_\_

Identify Legal Liabilities \_\_\_\_\_

Visit and inspect facility/course \_\_\_\_\_

Select tournament date and time \_\_\_\_\_

Select course and sign contract \_\_\_\_\_





Identify and qualify sponsors and donors

<b>A. Enroll in Free Sponsorship Revenue eCourse - see page 26</b>	_____
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<b>B. Request Free Sponsor Revenue Generating Contact System - see page 29 Referral Reward Bonus - \$97 value</b>	_____
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Begin marketing sponsorship / partnership packages to qualified candidates \_\_\_\_\_

Design logo and USP for the event \_\_\_\_\_

Design entry forms \_\_\_\_\_

Finalize the budget \_\_\_\_\_

Secure any needed equipment \_\_\_\_\_

Locate and reserve communication for two-way radios. \_\_\_\_\_

Prepare initial press release \_\_\_\_\_

Finalize and sign contracts for food and beverage functions \_\_\_\_\_

Continue weekly meetings with tournament committee \_\_\_\_\_

Distribute volunteer forms and waivers sign up volunteers \_\_\_\_\_

Determine awards and order them <b>Award Connection Special Discount Offer – see page 33</b>	_____
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Determine player goody bags \_\_\_\_\_

**2 Months Prior to Tournament** **Completion Date**

Continue weekly meetings with golf committee \_\_\_\_\_



Meet with volunteers and discuss assignments \_\_\_\_\_

Order signage and banners  
**Contact *Golf Tournament Supplies.com* - see page 3** \_\_\_\_\_

Print entry forms \_\_\_\_\_

Distribute entry forms and advertising \_\_\_\_\_

Hold press conference or issue second press release \_\_\_\_\_

Hire photographer (optional) or assign to capable volunteer \_\_\_\_\_

Hire videographer (optional) Or assign to capable volunteer \_\_\_\_\_

Secure hole in one insurance /sponsor  
**Earn 20% discount with *National Hole in One*** \_\_\_\_\_

Secure legal insurance \_\_\_\_\_

Order logo shirts or tee shirts for staff VictoryStore.com. **866-241-2295** \_\_\_\_\_

Issue third press release \_\_\_\_\_

Decide on course starters, rangers etc. \_\_\_\_\_

Monitor entry form response daily \_\_\_\_\_

**One Month Prior to Tournament** **Completion Date**

Continue weekly meetings with golf committee to determine which areas are lagging in your Action Plan \_\_\_\_\_

Plan positioning of sign and banners \_\_\_\_\_

Confirm tee times and golf course responsibilities \_\_\_\_\_

Confirm food and beverage functions \_\_\_\_\_

Examine proofs for any logo product \_\_\_\_\_



Confirm awards and prizes are on schedule to arrive on time

\_\_\_\_\_

**21 Days Before Tournament**

**Completion Date**

Meeting with Tournament Director and Committee Leaders

\_\_\_\_\_

Assemble Tournament goody bag contents

\_\_\_\_\_

**7 Days Before Tournament**

**Completion Date**

Hold meeting of Tournament Director and Committee Leaders

\_\_\_\_\_

Issue final press release

\_\_\_\_\_

Check that gifts and prizes are logod correctly

\_\_\_\_\_

Confirm athletes/celebrities appearances

\_\_\_\_\_

**48 Hours Prior to Tournament**

**Completion Date**

Determine pairings and make necessary adjustments

\_\_\_\_\_

Check with golf staff to make sure cart signs, tournament rules, pairing sheets, pin placement sheets, etiquette sheets, complete player roster have been prepared

\_\_\_\_\_

Discuss any changes with course staff and food & beverage group

\_\_\_\_\_

Determine final guaranteed numbers

\_\_\_\_\_

Build money change boxes for sales of Texas tees, mulligans, and peripheral events..etc.

\_\_\_\_\_

Have lines and circles placed on fairways and greens

\_\_\_\_\_

**Tournament Day**

**Completion Date**

Ice down all beverages (6-12 hours early)

\_\_\_\_\_

Test two-way radios and distribute re-test

\_\_\_\_\_



Place sponsor signs on each tee or greens \_\_\_\_\_

Set up hole-in- one prize and signage \_\_\_\_\_

Put up parking signs \_\_\_\_\_

Make sure driving range is staffed \_\_\_\_\_

Set up registration tables \_\_\_\_\_

**Tournament Day Continued** **Completion Date**

Set up sales of Texas tees, pre-tournament activities and mulligans \_\_\_\_\_

Set up awards table and prize display \_\_\_\_\_

Set up scoring table \_\_\_\_\_

Set up score board \_\_\_\_\_

Final instructions for photographer and videographer \_\_\_\_\_

Place contest markers on holes \_\_\_\_\_

Distribute goody bags at registration to all players \_\_\_\_\_

Make sure course monitors are on the job \_\_\_\_\_

Give last minute instructions to golfers \_\_\_\_\_

**During the Tournament** **Completion Time**

Individually greet and thank all players at the turn \_\_\_\_\_

Continually check two way radio communication \_\_\_\_\_

Supervise and support volunteers \_\_\_\_\_

**After the Tournament** **Completion Time**

Supervise scoring results \_\_\_\_\_

Post the scores \_\_\_\_\_

Direct the awards ceremony \_\_\_\_\_



Oversee departure of players	_____
Equipment pick up, pack up	_____
Clean up tournament site	_____
<b>Post Tournament Follow Up</b>	<b>Completion Date</b>
Pay all vendors	_____
Mail critique forms and final tournament results	_____
Hold a volunteer party and critique session	_____
Complete and distribute financial accounting	_____
File all Player and Volunteer Profile Sheets	_____
Thank you letters and invite for next year.	_____
Plan web site	_____
Newsletter continue event and sponsorship promotion on monthly basis	_____
Discuss Million Dollar Shoot-Out event for next year	_____
Discuss Golf – A- Thon promotion for next year events as part of a larger “event strategy”	_____
Adopt the Nine Month Organizer For Next Year	_____
Adopt the Nine Month Organizer For Next Year	_____

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