

Northwood Club



Tournament Checklist

TOURNAMENT – BASIC INFORMATION	
Name of Event:	
Contact Person(s) or Member Chairperson:	
Event Date(s):	

EVENT PRE-PLANNING	
<input type="checkbox"/>	Tournament Starting Time:
<input type="checkbox"/>	Starting Type:
<input type="checkbox"/>	# of Players:
<input type="checkbox"/>	Format:
<input type="checkbox"/>	Prepare the event form and deliver it to catering (Bryan reviews) -
<input type="checkbox"/>	Ensure the event is posted on the Club's website – check with Mary Lou. -
<input type="checkbox"/>	Produce Preliminary Budget:
<input type="checkbox"/>	Awards:
<input type="checkbox"/>	Vendor Selected:
<input type="checkbox"/>	Number of trophies ordered & description:
<input type="checkbox"/>	Ordered. Expected Delivery Date:
<input type="checkbox"/>	Delivered and Reviewed:
<input type="checkbox"/>	Tee Gifts:
<input type="checkbox"/>	Vendor Selected:
<input type="checkbox"/>	Description of Tee Gift(s) and price:

<input type="checkbox"/>	Ordered. Expected Delivery Date:	
<input type="checkbox"/>	Delivered and Reviewed:	
<input type="checkbox"/>	Event Promotion:	
<input type="checkbox"/>	Flyers -	
<input type="checkbox"/>	Dedicated email and Monday eBlast (sent at least one week prior to registration opening).	
<input type="checkbox"/>	Establish registration details & communicate with the rest of the staff	
<input type="checkbox"/>	Communicate event details with golf operations staff:	
<input type="checkbox"/>	Food & Beverage:	
<input type="checkbox"/>	Set up F&B meeting with catering	
<input type="checkbox"/>	Finalize the BEO	
<input type="checkbox"/>	Build event into Golf Genius – set date/time for online registration to open.	
<input type="checkbox"/>	Practice Round (Dates & Time) (If necessary):	
<input type="checkbox"/>	Communicate event details with golf course maintenance:	
<input type="checkbox"/>	Proximity Awards:	
<input type="checkbox"/>	Scoring Location:	
3-5 DAYS PRIOR TO EVENT		
<input type="checkbox"/>	Build Staff Plan/Staff Uniform: (Starters, Scoreboard, Course Marshall)	
<input type="checkbox"/>	E-mail membership to communicate of any course closure:	
<input type="checkbox"/>	Review and update Golf Genius:	
<input type="checkbox"/>	Produce Rules Sheets (Approval by Bryan):	
<input type="checkbox"/>	Produce Pairings, Teams, & Flight Report (Approval by Bryan):	
<input type="checkbox"/>	Update budget with all expenses:	
<input type="checkbox"/>	Update F&B with expected head count and any menu changes:	
<input type="checkbox"/>	Update Golf Course Maintenance of all special requests including: hole locations, course marking, directional signage, tee markers, green speeds, etc.)	
<input type="checkbox"/>	Verify Member & Guest (if necessary) Handicaps:	
<input type="checkbox"/>	Double check spelling of names:	
<input type="checkbox"/>	Cart Detailing Plan:	
<input type="checkbox"/>	Review event details with Outside Services Supervisor & Operations Plan:	
<input type="checkbox"/>	Scoreboard Supplies (Sheets, Markers, Extra Squares):	
<input type="checkbox"/>	Verify Tee Gift & Event Prizes Arrival:	

DAY PRIOR TO EVENT		
<input type="checkbox"/>		Print Starter List and Alpha List:
<input type="checkbox"/>		Double check spelling of names:
<input type="checkbox"/>		Review Notes with Golf Course Maintenance:
<input type="checkbox"/>		Email Staff Assignments to team:
<input type="checkbox"/>		Complete & Distribute Pairings:
<input type="checkbox"/>		Review Handicaps (Again):
<input type="checkbox"/>		Print Starter's Report:
<input type="checkbox"/>		Print Alpha Report:
<input type="checkbox"/>		Print Cart Signs:
<input type="checkbox"/>		Print Flight Report:
<input type="checkbox"/>		Print Scorecards:
<input type="checkbox"/>		Print Rules Sheet:
<input type="checkbox"/>		Create Results Sheet for Scoreboard:
<input type="checkbox"/>		Print Scoreboard:
<input type="checkbox"/>		Produce Guest Tags (for bag drop if needed):
<input type="checkbox"/>		Verify Cart Detailing:
<input type="checkbox"/>		Prepare Proximity Markers:
<input type="checkbox"/>		Review F&B Plan & Confirm with Catering Office & Chef:
DAY OF EVENT		
<input type="checkbox"/>		Provide Security, Locker Room & 19 th Hole staff with Starter's Lists:
<input type="checkbox"/>		Carts Remain in Place?
<input type="checkbox"/>		Tee Gift Location & Table Set-Up:
<input type="checkbox"/>		Shuttle Cart Driver(s) Needed?
<input type="checkbox"/>		Verify Each Outside Staff Member has Tournament Information:
<input type="checkbox"/>		Walk F&B Areas – Correct Menu & Set-Up?
<input type="checkbox"/>		Verify Prize Table:
<input type="checkbox"/>		Check 1 st Tee, Driving Range & Short Range Set-Up:
<input type="checkbox"/>		Double Check Cart Set-Up & Golf Cart Conditions:
<input type="checkbox"/>		Ice in Coolers/Bottled Water?
<input type="checkbox"/>		Staff Lead Out & Shuttle Cart Driver:

<input type="checkbox"/>	Prepare Scoreboard – Pencils, Calculator & Rules Sheet @ Table:	
<input type="checkbox"/>	Hang Scoreboard:	
WRAP UP		
<input type="checkbox"/>	Charge Event to Member Accounts:	
<input type="checkbox"/>	Charge Tournament Expenses to Master Account 92000:	
<input type="checkbox"/>	Post Member Scores in GHIN:	
<input type="checkbox"/>	Create Results Sheet – Counter & Locker Room:	
<input type="checkbox"/>	Send Recap To Mary Lou for E-Blast:	
<input type="checkbox"/>	Finalize Event Budget:	
<input type="checkbox"/>	Distribute Credit Book to Winners – Copy of Sheet to Accounting:	
<input type="checkbox"/>	Scoreboard Pickup/Break Down:	
<input type="checkbox"/>	Send Participation List & Results to John Nichols (President’s Cup):	
<input type="checkbox"/>	Tournament Review (Member Feedback & Staff Feedback):	