

NIGHT BEFORE OR EARLY MORNING OF TOURNAMENT

Committee Chair

- ☐ Check with Event & Sales Chair to make sure they have everything they need

Sales Committee

- ☐ Put up sponsor signs at holes. Make sure the signs and banners match the terms of the ad and sponsorship contracts and set them up before the tournament
- ☐ Place hole-in-one contest markers on holes
- ☐ Verify all advertising banners are placed as contracted

Event Committee

- ☐ Position signs and banners
- ☐ Have appropriate lines and circles drawn on greens and fairways for sidebars
- ☐ Put up parking signs
- ☐ Put up directional signs
- ☐ Arrange appropriate hospitality for celebrity hosts (if any)

TOURNAMENT DAY

Committee Chair or assistant

- ☐ Check with Committee chairs to see what they need
- ☐ Give the welcome speech to start the tournament
- ☐ Troubleshoot during the event

Sales Committee

- ☐ Set up registration tables
- ☐ Register players and take payments
- ☐ Distribute player goody bags at registration
- ☐ Set up sales of Texas tees and mulligans
- ☐ Take payments for silent auction

Event Committee

- ☐ Meet celebs/athletes, escort them to the event
- ☐ Set up awards table and display prizes
- ☐ Set up score board
- ☐ Instruct photographer/videographer
- ☐ Check communications system and distribute walkie-talkies
- ☐ Instruct and give final assignments to volunteers
- ☐ Set up scoring table
- ☐ Put beverages on ice
- ☐ Set up silent auction & lunch site
- ☐ Set up cart sponsor cards / signage
- ☐ Have course monitors take their places
- ☐ Insure hole marshals are appropriately qualified, fed & watered
- ☐ Give last minute instructions to players
- ☐ Supervise scoring results & post scores
- ☐ Supervise awards ceremony
- ☐ Clean up tournament site, pick up equipment, pack up and put up
- ☐ Oversee departure of players