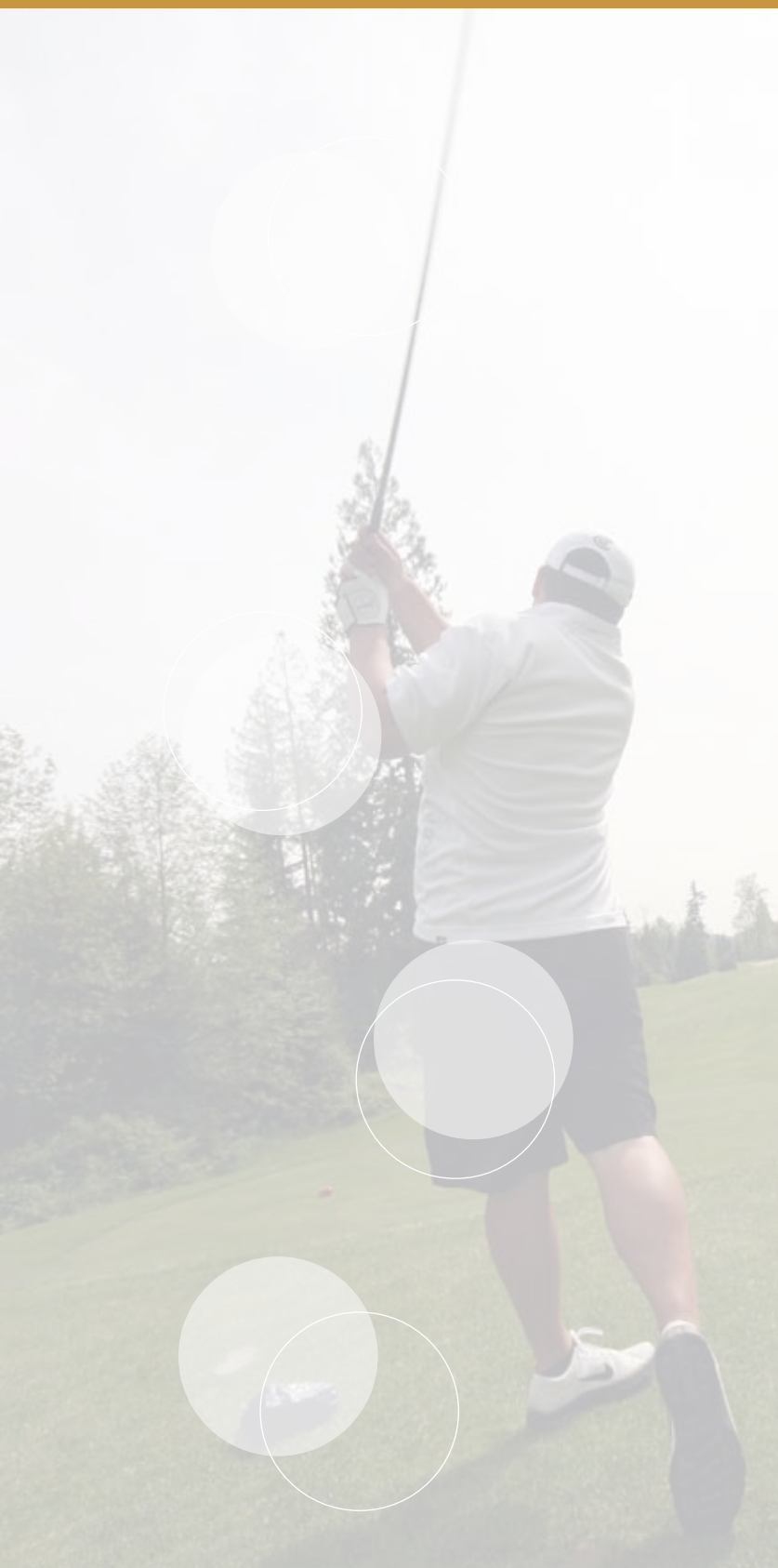
HOW TO RUN A SUCCESSFUL GOLF TOURNAMENT

TOURNAMENT PLANNER



Hole In One INTERNATIONAL®

TOURNAMENT PLANNER



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EVERYTHING YOU NEED TO KNOW

HOW DOES A GOLF EVENT RAISE MONEY?

Golfers pay a fee to play in your golf tournament. This fee includes greens fees, cart rental and lunch or dinner. The fee can be adjusted to include a donation to your fundraiser, but the most effective way to raise money is through sponsors, contests and raffles.

WHERE DO YOU GET STARTED?

FIRST: Determine your tournament objective.

- Raise Funds for Charity
- Raise Funds for a School Cause
- As a Thank You to Customers/Supporters
- Raise Awareness of Product/Service
- Raise Awareness of Non-profit Organization
- Competition/Club Event
- Just for the Fun of It

SECOND: Determine the number of participants needed, the event format and set the handicaps.

DETERMINING THE NUMBER OF GOLF PARTICIPANTS NEEDED

Most 18 hole golf courses can handle up to 144 golfers (36 groups of 4). If you have a shotgun start, this requires two groups on every hole. If your group is larger, you need two courses or a morning and afternoon start.

EVENT FORMAT

Stroke or match play, individual or team, best ball or scrambles. For outings with varying degrees of ability, we recommend best ball or scrambles. This will be less intimidating and more enjoyable by all participants and easier to score.

Stroke Play - Golf competition in which the total number of strokes taken is the basis of the score. Also called medal play.

Match Play – A method of scoring golf games by counting only the number of holes won by each side rather than the number of strokes taken.

Best Ball - An event in which everyone can play their own ball the whole round and you use the best two or three scores per hole (with handicap) in the group.

Scramble - Event in which everyone in your group shoots from the best shot in the group.

SETTING THE HANDICAP SYSTEM

Handicapping of players is done to equalize varying levels of playing ability. To determine a players handicap use the course rating along with the players USGA handicap. Many players will not have a course handicap, so you will need to use a modified handicap system such as selecting six blind holes to calculate a handicap or use handicap systems such as Callaway, Wilson or Peoria. Instructions for these systems can be found on the Internet or the golf course staff should be able to help.



ENLISTING HELP

There are many tasks involved when coordinating a golf tournament. Here is a list of some areas where you will want to recruit help or establish a committee.

BEFORE THE EVENT

- Creating a Budget
- Solicit and Evaluate Golf Courses
- Advertising/Marketing
- Website Creation
- Logo Design
- Soliciting Sponsors/Donations
- Direct Mail Pieces/Invitations/Thank You's
- Gifts/Prizes/Awards
- Auctions/Raffles
- Contests/Games
- Signage
- Tournament Clothing
- Team Pairing
- Food and Beverage
- Rules and Regulations

DURING THE TOURNAMENT

- Marking Golf Course
- Scoreboard
- First Tee Coordinator
- Award Presentations
- Registration Table
- Bag Drop



CHOOSING THE RIGHT GOLF COURSE

When selecting a course, you will first need to pick a date. Prior to contacting the golf courses, you will need to have a date and time in mind as well as whether you want food, beverage or social services from the club. The golf course director or general manager should be able to supply you with a tournament information sheet. The kind of course you choose for your tournament can vary depending on the level of experience of your golfers and your purpose. If your purpose is to raise money and have fun, you don't need a difficult course. In fact, the two most important things for you are cost and staff.

Cost - If you're trying to raise money, you'll want to add on to the price the course charges per golfer. For example; if the cost is $45 for greens fees and cart and $15 for lunch/dinner, then you might want to charge an additional $15 per golfer. Total $75 with $60 going to the golf course and $15 going to your organization. Your primary goal should be to keep the price reasonable, so that you will have good attendance. The best way to make money for your organization is through sponsorships, games and raffles.

Staff - Keep in mind that you will be dealing with the staff on a regular basis for several months, maybe even a year. You will need their advice and help before and during the event. If the staff does not seem friendly and helpful, perhaps you should choose another venue.

ESTABLISHING A BUDGET

Once your course is selected you will be able to establish your budget. Items to be considered include: green fees, golf carts, beverages, food services (breakfast, lunch, dinner, hors d'oeuvres), insurance, locker room, lodging and transportation. It is customary for your prizes and awards to be 10% of the budget. Once you have collected all this information, you will be able to establish an entry fee. Sponsorships will help subsidize the cost of the event.

Do you want one major sponsor to fund the entire tournament or several small contributors?
If your event involves a charity, the appeal of a tax deduction can be used as a selling point. Often a company's advertising budget may allow support of the tournament and the sponsor will gain in his relationship with the community. Just about any business that deals directly with the public is a good candidate for sponsorship. Other opportunities exist with vendors. Whatever the case, make sure that sponsor names are prominently displayed during the event, on the scoreboard, tee boxes, carts, in the pro shop, at the dinner/lunch and award ceremony. Package deals where the sponsor receives apparel with the event logo, free lessons or a free round of golf are also a great consideration.

If you are seeking a major sponsor to fund the entire tournament, obtain facts about the company to show that you are informed and interested.



REGISTRATION

Who wants to play in your tournament and how do you get them to sign up?
You probably have a good idea who your target audience is. Getting players registered for your tournament can sometimes feel like a full time job. It is important that you post, advertise or send out invitations as much as three months in advance. This will give you a head start on other activities.

Invitations should include the date, time, location, format, cost and entry/registration due date. Be sure to set a deadline for registration several weeks before the date the golf course needs a final count. There are usually no refunds after the deadline, so you will have to honor the number of golfers that you committed to whether they show up or not.

The registration form should include:

- The golf course and address
- The date and time
- If you're handing out apparel, you'll want to ask for shirt, pants or glove size and whether it's a right or left handed glove.
- All the information you will need to contact the player and his/her foursome if applicable: Phone, Address, Email (Email is a great way to send reminders and let the golfers know you received their registration).

Three to four weeks prior to the event you should send out a registration/information packet with the event schedule, date, time, format, balance due (if applicable), location and map, phone numbers, dress code, golf shoe spike rules, shop hours, range hours and the hours of social activities.

The registration table should be located near the clubhouse entrance of the first tee. Items you will need include: pencils, scorecards, bag tags, tees, divot tools, tee gifts, housing and dining information, pairing sheets, tee items, golf cart number, alphabetized player or team rosters, cash box, rules and format sheets, and a trash can.

Visitor welcoming information should include the golf club and lodging phone numbers, hours of the golf shop, driving range, coffee shop, dress code and golf shoe and golf cart rules.

GOLF CARTS

If you are using golf carts, ensure availability by using a rental fleet if carts are not provided by the golf course. These may need to be reserved as much as a year in advance. You'll also want to request a few extra carts to cover breakdowns, first aid, delivery of messages, and for food and beverage assistance. Cart sponsor signs are also another sales opportunity.



SPONSORS

Sponsors are either individuals or businesses that help offset the cost of running a golf tournament by providing money, services or prizes. You'll need to solicit sponsorships from the business community. Don't forget friends and business associates!

LEVELS AND TYPES OF SPONSORSHIPS

Set up different levels of sponsorship and itemize what the sponsor will receive in return for their contribution. For example: A Platinum Sponsor might be the highest level – making the highest contribution. This level could include: corporate recognition in the program, two or more foursomes in the tournament, sponsor signage at the clubhouse and official sponsor signs at tee. Other types of sponsors might include Prize, Raffle, Contest, Food or Beverage and Hole Sponsors. Hole Sponsors have a sign at the tee of a golf hole. Use your imagination to come up with as many ways as possible to recognize your sponsors. You may also want to think about using quality signage. If you treat your sponsors well, they are much more likely to help you next year!

Note: Don't forget to send thank you notes to your sponsors and those who made donations. It is not necessary to send a thank you letter to individual golfers, but be sure to show them your appreciation throughout the day of the event.

STARTING OPTIONS

NORMAL TEE TIMES

This option is good for small groups–up to 40 people. Each group tees off from the first hole at normal tee time intervals (8-10 minutes). There will be a corresponding lag in finishing times, so you must consider what the early finisher will do while they wait for prize presentations, dinner, etc...

DOUBLE TEE

Best for medium sized groups (30-60). Groups tee off on the first hole (play the 18 holes in normal sequence) and the tenth hole (play the back nine, then the front nine) at regular tee time intervals. This actually cuts the time to finish in half.

FULL FIELD SHOTGUN

Best option for large groups. The ideal number is 144 (two groups of four on each hole), but because of last minute dropouts and additions you may want to guarantee a minimum of 120 players. This will require the whole golf course to be clear, so that each hole is available for play. Named "Shotgun" because players all over the course start at the same time, with the signal to start being given by a loud noise (shotgun, siren, etc...). Players play the course in sequence and finish on the hole prior to the one they started on. This allows a large group to finish at approximately the same time.

MODIFIED SHOTGUN

Good option for medium to large groups (60-120). Players start simultaneously as in a shotgun start, but only occupy the number of holes required to accommodate the number of players playing. For example: 88 players starting at the same time might use holes 1 through 11.



FOOD AND BEVERAGE

Be sure to ask the golf course manager which option is best for your group.

- Meal times
- Type of meal
- Bar services
- Hors d'oeuvres
- Meal prices
- Method of payment
- Location of head table
- Guest speaker
- Podium and microphone
- Prize and award table
- Special seating requirements

Food and beverages are a very important part of your golf tournament. You'll need to know:

BREAKFAST TIPS

If your tournament is going to be in the morning, you may want to consider providing a breakfast snack. A buffet style continental breakfast works well. Again, the golf course restaurant will have ideas and could be willing to provide a breakfast special at a reduced price. Alternatively, you could include an energy bar or similar snack in each goodie bag.

LUNCH AND DINNER TIPS

Depending on your tournament start time, lunch or dinner can either be served before or after the round of golf. A simple buffet style meal will work well as some players will finish before others. A barbecue on a patio or out on the grass is a great way to finish off a tournament. The golf course can and should provide you with a lot of ideas.

BEVERAGES /BEVERAGE CART

Bar arrangements can be either a cash bar, billed to the event, or tickets. During the tournament it is customary to offer beverage service on the course. You can provide stationary coolers at strategic locations throughout the course or a beverage cart is a great option. The beverage cart is a golf cart, stocked with coolers and beverages, which will drive around the course during play. The cooler contents can be all or partially sponsored if you have the golf course's permission. If you have over 100 players, two or more beverage carts are best. You can also include a tip jar on each cart – another way to raise money!

It is very important that you plan for proper timing between golfing and meals. It is not unusual for a scramble to take anywhere from four to six hours. You may also need to plan around rain delays.

Be sure to ask the golf course for assistance!



CONTEST IDEAS

Any of the contests can be used as fundraising events. Players can be charged a fee to participate and the winner receives half of the money collected for that particular contest. You do not have to incorporate all of these contests into your tournament. These are just extra ways to make the tournament more enjoyable and raise extra funds.

You can also add special contests offering large prizes and cash awards by purchasing special contest insurance from Hole In One International for certain contest types. And, all of the contests are great sponsorship opportunites and can be tax-deductible for the sponsor.

CONTESTS INSURABLE THROUGH HOLE IN ONE INTERNATIONAL

HOLE-IN-ONE CONTEST

Add excitement to your tournament by offering valuable, attention-getting hole in one prizes without the risk of a payout. With Hole In One International, you can offer spectacular hole in one prizes, and we'll assume the risk. We'll insure anything with a cash value up to $1,000,000! When one of your lucky participants aces the target par 3 hole, we pay for the prize, your winner takes home the goods, and you sit back and take the calls from the press. Try to secure a corporation or other large company to sponsor the prize—they'll get maximum exposure and if your tournament is non-profit, they can even get a tax break.

SHOOT-OUTS

MILLION DOLLAR TOURNAMENT SHOOT-OUT: Before or during your tournament, have a raffle, closest to the pin contest, or qualify up to five players in any fashion to take their shot at becoming a millionaire! Arrange with the golf course to use a hole adjacent to the clubhouse. Create a temporary 165+ yard teeing area and gather your participants to witness the excitement. If one of your qualifiers aces the temporary hole, they score BIG!

FUNDRAISING SHOOT-OUT: Hole In One International also offers a stand-alone Fundraising Shoot-Out that can help you raise additional funds for your cause. Set up a 125-yard hole at a local, high-traffic driving range with a 3-5 foot circle around it. Over a three to five day period, charge $1-$2 per shot to allow golfers to qualify for the finals by knocking it into the circle. Bring back all the qualifiers at the conclusion of the event to take their shot from 150+ yards to join the ranks of the rich and famous.

PUTTING CONTESTS

Single Putt: This contest is designed to give a select number of finalists the chance to one putt for all the dough! Qualify 1-5 lucky contestants to participate by having a putt-off, closest to the hole contest, or better yet, a raffle to raise money for your cause. Gather the crowd to the putting green, set up a 50-foot or longer putt, and watch your finalists try to realize their childhood dreams. Anybody can make one putt!

Three-Putt Combination: This contest will give everybody in your tournament the chance to be a hero. Here is an example: Make a 10 footer, win a sleeve of balls (provided by a sponsor). Move on and make a 30 footer, win a golf shirt (once again, provided by a sponsor). While you're hot, make a 50 foot or longer putt and win a new car (this time, provided by Hole In One International).



OTHER CONTESTS

CLOSEST TO THE HOLE

This contest is run on a par three hole. Players with the tee shot closest to the pin wins. This can be

MORE CONTEST IDEAS

run on one or more par three holes depending on the number of prizes you have.

FEWEST PUTTS
Depending on your tournament format, you can have players keep track of their individual (or team) putts and give a prize for the fewest putts of the day.

LONGEST DRIVE
This contest is run on one or more par four or five holes, usually with a wide, straight fairway. Player with the longest tee shot in the fairway wins. This can involve two prizes if you like, one for men and one for women.

STRAIGHTEST DRIVE
This contest is run on one or more par four or par five holes. The drive closest to the middle of the fairway wins. Distance is not important although a minimum distance is sometimes stipulated.

UNCONVENTIONAL PUTTING CONTEST
This could be held on the putting green before the round or during dinner after the round is finished. It is usually played with an unconventional putter such as a baseball bat or shovel. The participant who makes the longest putt wins.

CHIPPING CONTEST
This is run as a sideline event to the tournament. Set up a flag in a practice area or on the putting green and a "tee" area where the chip must be taken from. The player chipping closest to the pin wins.

PUTT FORE CASH
Offer one player an opportunity to putt from either 40 or 50 feet to win a cash prize. Contest is great for raffles and keeping players on-site until the end of the tournament.

CIRCLE SHOT
Offer a cash prize for getting within 3 or 6 feet of a par 3 hole.

CHIP AND/OR SAND SHOTS
Offer cash prizes for making a chip shot from 50 or 100 feet or sand shot from 75 feet.

50/50 RAFFLES
Sell tickets. Winner receives half of the money collected.



PRIZES

DETERMINING THE TOURNAMENT WINNER

Players are only responsible for their individual hole scores. The addition of the total score is the responsibility of the official scorer. Each team should sign and witness their scorecard. Totals are marked on the scoreboard. The scoreboard should be located in an easily visible area in which all players can review the scores.

GOODIE BAGS

This is a bag (bucket, basket, etc...) of complimentary gifts given to each player, usually on arrival. It can consist of anything from snacks, a ball marker or a bag of tees to a golf or tee shirt. It could also include promotional items to promote your sponsors' businesses. Encouraging your sponsors to contribute helps them and saves you money.

INDIVIDUAL AND TEAM PRIZES

These are prizes given out to tournament contest winners and to individual scoring winners. The golf course can help you with these. Most fun tournaments involve team competition. This allows weaker players to play with stronger players, so that everyone has a reasonable chance of winning. Make sure that each member of a prize-winning team gets an appropriate prize. Try to keep prize values relatively equal so that as many prizes as possible can be given out. Remember, in fun tournaments, it's not what you win but winning something that counts!

FUN PRIZES

These are prizes for some of the less prestigious tournament contests like shortest drive or for dubious accomplishments like most balls in the water, most putts or worst score on one hole. They can also include some miscellaneous humorous ones like best dressed, worst dressed, best swinging style, etc... Remember this is your tournament, use your imagination to make it fun and give it your own style.

DOOR PRIZES

This is a good way to give out prizes randomly by drawing names out of a hat. These could be smaller prizes that you've accumulated (never turn down a donation), which may not warrant a raffle.

RAFFLE PRIZES

This is an excellent way to raise more money! A raffle usually involves one or more large prizes that players can buy tickets for. Sell tickets at the registration table and throughout the day. Do the drawing near the end of the day after golf has been completed to encourage as much participation as possible and to encourage players to stay for the festivities. If this is for a charity, people want to help–they will buy raffle tickets.



SIGNAGE

TEE SPONSOR SIGNS

Hole In One International provides you with a tee sign introducing your hole in one sponsor to the whole world, tee markers for your target hole, and signs for our complimentary auxiliary prizes. All at a great price. FREE when you purchase hole in one insurance!

CONTEST SPONSOR SIGNS

A golf tournament presents the perfect opportunity for local businesses or company clients to strut their stuff! As the nation's leading golf tournament promotions company, we've learned a thing or two about golf tournaments. We understand that sponsorship fees should go to the charity or prize package not the logistics of running a tournament. That's why our signs are available at a fraction of the cost of conventional sign shops. They're constructed of heavy duty weatherproof Coroplast and easy to set up. We even include the stakes!



OVERSIZED CHECKS AND KEYS

These oversized tournament props make a great impression no matter where you use them. Show them what they can win by putting a giant key or check in the clubhouse or out on the course or generate excitement at your after-tournament BBQ or awards event by presenting them to your winner. Hole In One International even customizes them to your event for free.





SAMPLES & TIMELINES

SAMPLE REGISTRATION FORM

<YOUR EVENT NAME> GOLF TOURNAMENT

<Describe the purpose of your tournament>

WHERE:	Green Hills Golf Club 1234 Fairway Lane, Yourcity, ST 12345
FORMAT:	Scramble (4 man teams)
WHEN:	Saturday, June 16, 2007 at 2:00 pm
FEES:	$75.00 per person or $280.00 per foursome Includes greens fees, cart rental, dinner, prizes and refreshments. Individual registrations are welcome (teams will be assigned). Make checks payable to Your Foundation.
	Please contact Joe Organizer at 555-555-5555 or joe.organizer@yourorganization.org for more information
Complete the form below and return it to:	Joe Organizer 1234 Fairway Lane Yourcity, ST 12345 555-555-5555 Email: joe.organizer@yourfoundation.org

Want to advertise, donate or just don't want to play?
SPONSOR A HOLE FOR JUST $250.00!
CALL 555-555-5555 or
email joe.organizer@yourfoundation.org for more information.

REGISTRATION FORM

ALL FEES ARE DUE IN FULL AT TIME OF REGISTRATION.

Captain (or individual): _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Team Members (including captain):

1. _____ 2. _____

3. _____ 4. _____

SAMPLE REGISTRATION THANK YOU LETTER

Date

Registered Player
Address
City, State, Zip

Re: <Your Event Name Golf Tournament – Registration Confirmation>

Dear Player,

We would like to thank you for your registration in the <Event Name>.

<Description of charity or event here>.

We would like to confirm for your tax reporting that of the <$0.00> tournament fee you paid, there was a value of goods and services received by you.

Accordingly, the tax-deductible portion of your gift is <$0.00>.

As part of your registration, you will receive a <list gift here>.

You are confirmed for the 8:00 AM shotgun start time!

Thanks again!

Please return to our Tournament Website for updated event information and announcements prior to the event. www.yourfoundationtournament.com

Sincerely,

Tournament Organizer

SAMPLE RULES SHEET

WHAT IS A RULES SHEET?

Each golf course has its own local rules of play. The format you choose for your tournament has its particular set of rules. Players must be informed of tournament contest. These things should be included in a tournament rules handout that you give each player (in goodie bags or at the registration table). Players can then refer to this sheet when they are confronted by any confusion.

<YOUR EVENT NAME> GOLF TOURNAMENT RULES

Tournament Format: Scramble (4 man teams)

1. Each player in the foursome hits off the tee. The "captain" then decides which is the best ball to play, and all four players make their next shot from that spot. This process continues for each shot (including putts) until the ball is in the hole. (Note: Balls not being used are simply picked up and moved to the best shot.)
2. The team score on each hole is the number of strokes taken to get the ball in the hole using the "best" shots.
3. Each foursome must use one tee shot of each player during the round.
4. Shots must be played from as close to the spot of the shot selected as possible and must be played from the same type of lie (i.e. not moved from rough to fairway).
5. If your group is a threesome, one player will be allowed to hit two shots on each hole. For example, player one will hit two shots on hole one, player two on hole two, player three on hole three, player one on hole four and so on. Keep the rotation the same.

Tournament Contests

(Mulligans cannot be used for contests)

1. Longest Drive (Men's and Women's): On the 8th hole. Your drive must be in the fairway to count. If you beat the existing longest drive, put your name on the marker in the fairway and move it to your ball location.
2. Straightest Drive: On the 3rd hole. Long and straight and in the fairway and you win!!! Your drive MUST be in the fairway to count. If you beat the existing straightest drive, put your name on the marker in the fairway and move it to your ball location.
3. Closest to the Hole: On the 11th and 15th holes. Your "tee" shot must be on the green to count. If you beat the existing closest to the pin put your name on the marker and move it to your ball location.
4. Hole in One: On the 2nd hole. Just get a hole in one – pretty simple.

Tees: Men use the white tees. Ladies use the red tees.

Mulligans can be purchased for $5.00 each. They can be used to "do over" a bad shot, but only by the individual who purchases the mulligan. The entire foursome is not allowed to hit again.

SAMPLE DONATION/SPONSORSHIP LETTER

Date

<Name>
<Company>
<Address>
<City>, <State> <Zip>

Dear Sir/Madam:

My name is Joe Organizer, and I am hosting a golf tournament on June 16, 200X to benefit the <your foundation name>.

<Describe the purpose of your tournament>

I am asking for donations in the form of _____ for goodie bags or door prizes for participants. You may also sponsor a hole for $XXX and your donation will be acknowledged with a sign at the hole. <Description of your charity. Mention here if this is a non-profit organization for tax deduction purposes.> Anything that your company can contribute would be greatly appreciated. At this time, we hope to have 100 participants, and it could grow to as many as 144. Most players will be professional men and women age 25-50.

I realize the many donation requests your organization must get each year, so on behalf of people with <name of what your charity assists>, I would like to thank you in advance for considering our request.

I can be reached via email at joe.organizer@yourfoundation.org or by phone at XXX-XXX-XXXX or simply complete and return the attached donation form.

Thank you so much for your time!

Best Regards,
Joe Organizer

Enclosure (1)

SAMPLE DONATION/SPONSORSHIP FORM

OPPORTUNITIES FOR SPONSORSHIP

<Describe the purpose of your tournament>

Please mail your
contribution to:

Joe Organizer
1234 Fairway Lane
Yourcity, ST 12345
555-555-5555
Email: joe.organizer@yourfoundation.org

Platinum Level - $600
Tournament Advertisement, Hole Sponsorship, 4-Man Team, Logo on Sponsor Banner, Web Site, Invitations.

Gold Level - $300
Tournament Advertisement, Hole Sponsorship, Logo on Sponsor Banner, Web Site

Silver Level - $150
Tournament Advertisement, Logo on Sponsor Banner, Web Site

Bronze Level
I would like to help with my contribution of _____.

Thank You!

SAMPLE SPONSOR THANK YOU LETTER

Date

<Name>
<Company>
<Address>
<City>, <State> <Zip>

Dear <First Name>:

Thank you for your generous contribution to help support the first of what I hope will be many <your tournament name> to benefit <your foundations name>.

The interest, energy and generosity of the community in support of <your tournament name> overwhelm me. Golfers came from as far away as <State> and <State> to participate. Thanks to your help the first annual <your tournament name> was a huge success. We attracted 120 golfers and were able to raise over $6,000. This money will help <cause>.

Enclosed is a receipt of your donation for your records and a brochure with information on the <your foundations name> itself, as well as a program from the day of the event. If you have any questions, I can be reached via email at joe.organizer@yourfoundation.org or by phone at XXX-XXX-XXXX.

Once again, thank you for your generosity toward this very important and personal cause.

Best Regards,
Joe Organizer

Enclosure (3)

TIMELINE CHECKLISTS

TIMELINE CHECKLIST – 1 YEAR

TASK	WHO	DUE DATE	STATUS
Determine if You Need a Director or Coordinator			
Select & Evaluate Course Proposals			
Set Event Date & Time			
Decide What Meal is Provided			
Reserve Course			
Decide if You Want a Photographer			
Secure Photographer			

TIMELINE CHECKLIST – 9 MONTHS

TASK	WHO	DUE DATE	STATUS
Set Tournament Objectives			
Determine 501(c)3 Charitable Status			
Set Preliminary Budget			
Develop Logo			
Designate Sponsorship Levels & Costs			

TIMELINE CHECKLISTS

TIMELINE CHECKLIST – 6 MONTHS

TASK	WHO	DUE DATE	STATUS
Create Tournament Website			
Create Volunteer Job List			
Recruit Volunteers for: Sponsors Solicitations, Day of Event Jobs			
Develop Promotional Materials: Flyers, Brochures, Posters			
Decide on Games & Contest			
Mail Save the Date Postcards			

TIMELINE CHECKLIST – 5 MONTHS

TASK	WHO	DUE DATE	STATUS
Finalize Tournament Format			
Finalize Volunteer Committe			
Finalize Budget			
Prepare Invitees List			
Secure Game/Contest Insurance			
Select & Order Awards			

TIMELINE CHECKLISTS

TIMELINE CHECKLIST – 4 MONTHS

TASK	WHO	DUE DATE	STATUS
Draft Invitations			
Set up: Auction Raffle, Signage			
Finalize Promotional Materials			
Get the Word Out: Advertise, Press Release			
Send Sponsor Request Letters			

TIMELINE CHECKLIST – 3 MONTHS

TASK	WHO	DUE DATE	STATUS
Meet Face-to-Face with Sponsor Prospects			
Send Brochures to Local Businesses Seeking Players			
Mail Invitations			

TIMELINE CHECKLIST – 2 MONTHS

TASK	WHO	DUE DATE	STATUS
Begin Picking Up Donations			
Check on Sponsorship Progress			

TIMELINE CHECKLISTS

TIMELINE CHECKLIST – 4 WEEKS

TASK	WHO	DUE DATE	STATUS
Registration Cut-off			
Prepare Registration List			
Complete Registration			
Finalize Sponsors			
Finalize Rules & Agenda			
Order Shirts, Shoes, Gloves			
Confirm Arrangement with Course			

TIMELINE CHECKLIST – 3 WEEKS

TASK	WHO	DUE DATE	STATUS
Pick Up Remaining Donations			
Plan Goodie Bags			
Organize Prizes & Contests			
Secure Insurance for Contests			
Send Registration Conformation Packs			
Revise Pairings			
Finalize Food & Beverage			
Order Sponsor Signage			
Reserve 2-Way Radios for Volunteers			
Draft Pairings			

TIMELINE CHECKLISTS

TIMELINE CHECKLIST – 1 WEEK

TASK	WHO	DUE DATE	STATUS
Write Emcee's Script			
Finalize Course Arrangements			
Prepare Goodie Bags			
Finalize Pairings			

TIMELINE CHECKLIST – TOURNAMENT DAY

TASK	WHO	DUE DATE	STATUS
Deliver Materials to Course			
Meet with Volunteers			
Meet with Course Staff			
Set Up Registration Table			
Set Up Contest			
Ice Down Beverages			
Post Signage & Banners			

TIMELINE FOLLOW-UP – WITHIN 30 DAYS

TASK	WHO	DUE DATE	STATUS
Evaluate			
Reconcile Invoices			
Deliver Awards			
Finalize Budget Summary			
Send Thank You's			
Hold Volunteer Party			
Update Website			