



AMERICA'S #1 GOLF STATE IS FLORIDA

We hope this checklist will help in planning your next golf tournament. Below is a detailed list of the many items you will need to consider when planning your next golf tournament, especially a larger golf tournament. Print out this checklist for reference or email it to your golf committee members.

Check List for your Golf Tournament:

Committee

- Form your committee early for maximum planning time
- Reserve golf course early
- Identify helpers...the more the better. Be sure at least some are golfers.
- Set timelines and goals to occur at pre-determined dates.
- Assign specific duties to committee members based on their interest and experience.
- Establish follow up meetings with clearly defined goals and objectives.
- Exchange email addresses and phone numbers with committee members for easy contact
- Depending on your budget, consider building a web site to promote your tournament including a sign-up form.

Scheduling

- Research possible conflicts with other tournaments, holidays, school schedules, vacations, season weather variations etc. Consider time of the day, day of the week and day of the month for maximum turn-out

Tournament Format

- Will it be a fundraiser for your men's ministry or a specific cause?
- Most golfers will prefer afternoon tee times though am and pm tee times will accommodate larger number of golfers for your tournament.

Sponsors

- Quality Signage is crucial such as banners for your major sponsors. Hole sponsors use signage that is similar to real estate signs (save and re-use them next year)
- Consider one or more major sponsor(s) and possibly give full/partial name to tournament.
- Have different sponsorship levels such as Driving Range Sponsor, Putting Contest Sponsor, Food & Beverage Cart Sponsor – be creative!
- Have Hole Sponsors that could be local businesses your Church Family supports, such as restaurants. Many will also give you gift certificates or discount coupons for those who participate.
- Have Hole Sponsors that are members of your Church and/or who work at or own businesses.

Mailing List of Golfers

- Develop mailing list of all participants for this tournament but more importantly for future tournaments.
- List should contain committee members, golfers, sponsors, food and beverage vendors, etc.

Signing up teams

- Designate specific committee members the duty of signing up teams/players. Good record keeping is essential.
- Develop mailing list for subsequent years
- Designate committee members the specific duty of keeping up with teams/players to avoid duplicate sign up of golfers This can be a problem last few days before tournament as team sponsors scramble to sign up golfers.

Tournament Trophies

- Order early to ensure availability First place team, second place, team, and third place team, both team net score and team gross core
- Individual awards such as “Longest Drive” and “Closest to the Pin” and “Longest Putt” also make the golfing experience more enjoyable.

Prizes for Winners

- Trophies are nice but people really enjoy gifts they can use on and off the golf course. Coordinating this with local pro/course manager is a great place to start. Gift certificates at the course, clubs, gloves, balls, bags, umbrellas, etc. Consider 1st, 2nd, 3rd, 4th, 5th place prizes to build good will with lots of winners for future tournaments. Ask course manager/club pro what prizes he/she has to offer in pro shop.

Photographs

- Consider having professional/local amateur take photos of golfers/teams on a certain hole on the golf course to post on Social Media

Raffle Tickets

- Consider selling tickets during sign up and during tournament. For example...raffle tickets for weekend trip for two to _____. Another option for the winning raffle ticket is cash.

Grab Bags

- For every golfer at the registration table request items from local companies who would like to advertise with their names on the products. You may also use coupons at local restaurants, etc. Get creative! Grab bags are a great place for a water bottle too.

Location

- Verify dates with head pro/course manager...consider exchange of letters or email for verification to avoid confusion and embarrassment. Discuss your financial commitment to course if tournament is cancelled for weather, unforeseen events, etc.

Signage Order

- Signs need to be orders in plenty of time (weeks, not days) and picked up 1 week or more before the tournament.

This would include signs for team sponsors and individual hole sponsors Consider big banner to welcome golfers and include name of major sponsor(s), celebrities Contests Closest to the pins Longest drive Straightest drive Tournament Day Confirm in advance which workers are to appear and when, and make clear their duties Must have cash box for collecting and making change and 2-3 committee members to sign in teams, sell mulligans, raffle tickets, etc. Have clearly marked signs to direct golfers to different areas Have helpers remain after tournament to clean up area Recap of tournament for next year Recommend follow up meeting within week of tournament to make notes for improvements for next year's tournament Suggest circulating checklist for next year based on recent tournament. Ask pro/course manager to join meeting for input Follow up: Be sure and write thank you notes to sponsors and golfers and ask them to share suggestions with you for making next year's tournament even better. Email can be very effective in soliciting suggestions.

As mentioned earlier, these instructions primarily apply to a larger golf tournament. Golf tournaments frequently start smaller and grow when they are fun and well-executed. Regardless of the size of the tournament having fun is always priority #1!