



Golf Tournament Organizer Checklist

Booking the Golf Tournament

- Confirm the event date and time with the Prospect Lake Tournament Director
- Read the Terms and Conditions on the website
- Pay the required deposit - \$300 for groups over 20, otherwise \$100 for smaller groups

Preparing for the Golf Tournament

- Determine if you are going to do golf contests and how many prizes you need for the event. Typically there is a men's & women's long drive and closest to the pin contest. Most tournaments give prizes for the top 3 teams of 4 golfers, as well as a "most honest team" for the 4 golfers with the highest score! Most tournaments also give away some draw prizes so that all participants have a chance at winning something
- Coordinate prizes and sponsors. Establish a prize budget and charge participants extra if needed. If you are having trouble getting prizes, consider taking advantage of a discount in the Prospect Lake Golf Course golf shop!
- Distribute your sign up sheet. We recommend that you establish a FIRM registration deadline, typically 2 weeks before your event date
- Collect entries with payment as soon as possible. This can be the most difficult step. Use the sign up sheet to establish each dinner entrée choice and rental requests
- Transfer your golfers from the signup sheet to the group pairings sheet. Try to put at least one experienced golfer in each foursome. That way the teams will be evenly matched and most experienced golfers know how "best ball format" works

Confirming the Golf Tournament

- Call/email the Prospect Lake Tournament Director with your final confirmation at least 2 days before your event. The final confirmation consists of the following information:
 - Final number of golfers and extra people for dinner
 - Breakdown of number of dinner entrée choices (steak, chicken, or salmon, etc.)
 - Confirm the holes for the long drive and/or closest to the pin golf contests
 - Do you need to reserve any golf carts?
 - Establish what your company will pay for (golf & dinner fees) and what individuals will pay for (rentals, drinks, balls, etc.)
- Send out a reminder email/notice to your participants. Include the group pairings sheet detailing the tee-times and the participant information sheet that details no personal alcohol and dress code. Inform your guests to arrive at least 30 minutes before their scheduled tee-time, or 60 minutes before the shotgun start time (when applicable)
- Arrange for the invoice payment. Invoice payment is expected at the end of the golf tournament on the same day.

Enjoy your golf tournament and have fun!