

# Group Organizer Checklist

## TOURNAMENT COORDINATOR/ORGANIZER INFORMATION

*The following is a list of suggestions to help you organize and run a successful golf event for your company or group.*

- Have a sign-up deadline for entering your event at least 14 days prior to the event. This will allow you time to set pairings and organize your money (remember you pay us 10 days in advance).
- Publicize your pairings/tee times within your group. Late arrivals are a serious problem and will not only spoil your day but ours also.
- Please emphasize golf course and equipment etiquette to your group. Remember you will be the responsible party. The golf course staff will make an assessment of your groups overall adherence to the above policies. Your compliance will effect future reservation privileges.
- We want to help you make your event successful. Our staff can provide basic pairings sheets, scoring sheets, handicap information, contest markers, and scorecards at no cost.
- Shot Gun Starts (all players starting at the same time) Require:
  - Shot Gun Starts: Modified (back nine shotgun start) 64-80 players
  - Full Course (18 hole) Shotgun Start- a minimum of 132 players a maximum of 144 players.