

Golf Tournament Checklist

Congratulations! With plans for your golf tournament off to a great start, use this checklist to make sure you cover all the details of your event:

- Venue (consider location, amenities, costs)
- Date
- Committee
- Corporate and Vendor Sponsors
- Format (i.e. Scramble format)
- Food and beverage
- Registration and entry fees
- Finding volunteers
- Pairing foursomes
- Contests (hole-in-one, longest drive, etc.)
- Silent auction or drawing
- Grab bags — request items from local companies who would like to advertise with their names on the product
- Event signage
- Prizes and giveaways
- Promotion

