

FIRST STEPS

- Set up the date with General Manager
- Sign an agreement that encompasses proposed tournament details (such as number of players, format, food and beverage options, etc.)
- Provide a deposit to secure the event date

6-8 WEEKS PRIOR TO THE EVENT

- Determine staff and volunteer needs and duties
- Determine merchandise needs for the event (ie., tournament awards, tee prizes, goodie bags, hole-in-one packages, etc.)
- Order Signs and Banners
- Finalize all food and beverage options (*don't forget your staff and volunteers!*)

7-10 DAYS PRIOR TO THE EVENT

- Meet with the General Manager to finalize tournament details, including the updated number of participants as well as food and beverage details

2-3 DAYS PRIOR TO THE EVENT

- Finalize all tournament details with both the tournament coordinator AND the appropriate golf course personnel
- Provide a neatly-typed list of players to the golf course. *Please note any special pairings requests*

ONE DAY PRIOR TO THE EVENT

- Provide any player changes to the golf course
- Finalize any last-minute details
- Submit any sponsor signs to the Golf Shop with hole numbers listed where they should be displayed

DAY OF THE EVENT

- Allow ample time for registration and set-up. A good rule of thumb is to arrive at least an hour and a half before the tournament starts, dependent upon registration time and number of players
- Communicate any last-minute details and/or changes to the Excelsior Springs staff
- Payment for the tournament must be received on the day of the event

AFTER THE EVENT

- Don't forget to pick up any leftover prizes, signs, banners, etc. Excelsior Springs Golf Course will not be responsible for any items left behind.