

# Tournament Checklist | Clambake 2020

## 1 WEEK Out

- Tee Times emailed
- Guest Info Being Collected
- Tee Gifts selected

## Non-Tee Time related items to print (Shane)

- Pamphlets
- Raffle Boards
- Raffle Header
- Gift Signs/Inventory Sheet
- Prize Breakdown/Picked Out
- Gift Certificates Printed
- Proxies Printed
- Tee Gifts Pulled

## Registration/Valet (Chrisit)

- Table in front of golfer entrance w/bar
- Guest Tags
- Pamphlets (Add Handicap Revision Date Used)
- Tee Sheets

## Prizes/Grill Room (Champ/Ben/TJ)

- Gifts (FJ Shoes, Gift Cert., Glassware, Hat and Ball Combo, Ridgewood Shirt, Shoe bags, Slide Belts,)
- Gift Signs
- Gift Inventory Sheet
- Tee Sheets
- Tee Sheets
- Pamphlets (Lunch tables, Reg table)
- raffle boards
- Raffle Prizes on table
- Raffle Sheet
- Raffle Prizes

## **Patio/Carts (Shane)**

- Scorecards (7E par 5)
- Update handicaps from GHIN
- Scoreboard

## **Putting Green (Leo)**

- Course Setup
- Drink Holders by the tee
- Scorecards
- Cigars
- 4' Table
- Tee Sheet

## **On Course (TJ)**

- Beat the Pro Sheet (8C & 2E)
- Gift Certificates for guests
- Proxies (CTP 6E,5C,3W) (LD 5E,2C,7W)
- Hospitality

## **Dinner (Leah)**

- Raffle Prizes
- Prizes selected
- Results Sheet
- Gift Certs. Printed

## **Post Tournament (Shane)**

- Tee Gifts/Prizes (Billed)
- Post credits to accounts
- Post results in locker room(s) and website
- Wrap-up and event summary
- Billing for Prizes
- Billing summary to accounting