

**Planning Phase:**

- ☐ Determine the tournament format (e.g., stroke play, scramble).
- ☐ Set the tournament date and time.
- ☐ Secure the golf course and facilities.
- ☐ Create a budget and secure funding or sponsors.
- ☐ Establish tournament rules and conditions of play.

**Registration and Communication:**

- ☐ Create registration forms and online registration option using Event Smart
- ☐ Promote the tournament through various channels (website, social media, emails).
- ☐ Collect participant information (names, handicaps, contact details).
- ☐ Confirm entries and send out welcome packets or emails with tournament details.

**Logistics and Operations:**

- ☐ Arrange for signage (hole signs, directional signs).
- ☐ Order trophies, prizes, and giveaways.
- ☐ Coordinate with caterers or food vendors for meals or refreshments.
- ☐ Organize transportation if needed (shuttles, carts).
- ☐ Prepare registration and check-in areas with necessary supplies (scorecards, pencils, player lists).

**On the Day of the Tournament:**

- ☐ Ensure all staff and volunteers are briefed on their roles.
- ☐ Set up registration/check-in tables and stations.
- ☐ Provide practice range access and warm-up facilities.
- ☐ Distribute tournament rules and ensure players understand them.
- ☐ Start the tournament on time according to the planned schedule.

**During the Tournament:**

- ☐ Monitor pace of play and enforce tournament rules.
- ☐ Provide scoring stations or apps for real-time updates.
- ☐ Coordinate with on-course marshals or officials for any issues.
- ☐ Communicate any changes or updates promptly to participants.

**Post-Tournament:**

- ☐ Collect scorecards and calculate final scores.
- ☐ Conduct awards ceremony and distribute prizes.

- ☐ Gather feedback from participants for future improvement.
- ☐ Send thank-you notes to sponsors, volunteers, and participants.
- ☐ Follow up with any administrative tasks (final payments, reporting results).

**Additional Considerations:**

- ☐ Have contingency plans for inclement weather or emergencies.
- ☐ Ensure compliance with golf course regulations and local laws.
- ☐ Maintain open communication channels for participants to ask questions or provide feedback.
- ☐ Keep records and documentation for future reference or audits.

For more resources like this, visit <https://www.eventsmart.com>