

General Tournament Procedures:			
CHECKLIST:			
60 days ahead	Check in with pro shop verifying date and tee times		
60 days ahead	Confirm food with Greenside, including date, menu, and cost		
30 days ahead	Send Tournament Info PDF to members via email		
30 days ahead	Send recruitment email		
14 days ahead	Connect with pro shop regarding number of tee times		
7 days ahead	Send Cindy an email with budget outline and needs		
7 days ahead	Send pro shop the player list and format		
3 days ahead	Confirm with the Treasurer that all players have paid - contact anyone that has not paid		
2 days ahead	Send email to players with tee times and tournament info		
1 day ahead	Print Tournament Rules PDF		
3 days after	Check to make sure scores were posted		
3 days after	Send Treasurer an email with Tournament Report PDF		
Tournament Flyer:	Tournament Sheet:	Tournament Report:	
Include:	Include:	Include:	
Date/Dates	Format	Number of Players	
Name/Format	Contests	Money Collected	
Handicap/Strokes Info	Playing Up or Down?	Prizes Paid	
Cost and What It Includes	Tie Breaking Procedures	Contests	
Cut Off Date	Posting Guidelines	Expenses	
Tournament Chairs	Local Rules	Winners	
	*Copy given to all players at tournament	Comments For Next Year	