



Peterborough *Golf and Country Club*

TOURNAMENT INFORMATION 2019



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WELCOME AND 'THANK YOU' FOR CHOOSING PETERBOROUGH GOLF AND COUNTRY CLUB AS YOUR GOLF TOURNAMENT DESTINATION.

WHETHER YOU ARE PLANNING A CORPORATE, CHARITY, OR SOCIAL GOLF TOURNAMENT, PETERBOROUGH GOLF AND COUNTRY CLUB'S PROFESSIONAL STAFF IS PLEASED TO PROVIDE THEIR EXPERTISE TO ASSIST YOU IN THE PLANNING OF YOUR EVENT.

MISSION

Our Club is an all season member facility, providing recreational, dining, social and event experiences for our members and guests

VALUES

We value the comfortable family environment shared by members and staff. Members are encouraged to get involved in the Club, to volunteer, voice their opinion and be an integral part of the Club. We strive to be inclusive of all members and sustain strong and open communications around the governance and management of the Club. Members have pride of belonging to the Club and in the use of its facilities.

VISION

To be a recognized leader in the community by ensuring our facilities, our product offerings and our services meet and exceed the high quality expectations of our members and guests in a fiscally responsible manner.

IT WAS APPROVED BY THE PETERBOROUGH GOLF AND COUNTRY CLUB BOARD OF DIRECTORS THAT THURSDAY AFTERNOONS ARE THE ACCEPTED DAYS TO HOST OUT OF CLUB CORPORATE TOURNAMENTS.

ALL TOURNAMENT ORGANIZERS MUST BE AWARE OF OUR DRESS CODE STANDARDS AND ARE RESPONSIBLE FOR INFORMING THEIR GUESTS AND PARTICIPANTS.



IN ORDER TO ENSURE THAT WE ARE ABLE TO FULLY ASSIST YOU IN THE PLANNING OF YOUR TOURNAMENT, WE ASK THAT YOU CAREFULLY READ THE FOLLOWING DECLARATIONS:



PRIOR TO A BOOKING BEING CONFIRMED, CLUB POLICY DICTATES THAT A COMPLETED AND SIGNED CATERING CONTRACT AND ITINERARY BE COMPLETED BY THE TOURNAMENT CO-ORDINATOR CONVENOR. SAID CONTRACT SHALL STIPULATE DATE(S) OF THE TOURNAMENT, APPROXIMATE NUMBER OF GUESTS AND A GENERAL ITINERARY, ACCOMPANIED BY PAYMENT OF A \$1,000 NON-REFUNDABLE SECURITY AND DAMAGE DEPOSIT. THE DEPOSIT WILL BE HELD IF DAMAGES ARE MADE TO CLUB PROPERTY. DEPOSIT OF PAYMENTS WILL BE APPLIED TO THE FINAL BALANCE OF THE TOURNAMENT IF NO DAMAGES HAVE OCCURRED. THE DEPOSIT WILL BE RETURNED, PROVIDED NOTICE OF CANCELLATION WAS MADE AT LEAST 90 DAYS PRIOR TO THE BOOKED TOURNAMENT AND RE-BOOKING OF THE ROOM FOR THE SAME DATE AND TIME CAN BE MADE. NO BOOKING WILL BE CONFIRMED UNTIL RECEIPT OF DEPOSIT MONIES.



FOR NON-MEMBER TOURNAMENTS, A CREDIT CARD NUMBER MUST ALSO BE PROVIDED AT THE TIME OF BOOKING.



ALL PRICES LISTED ARE QUOTED PER PERSON, UNLESS OTHERWISE NOTED. ALL PRICES LISTED ARE SUBJECT TO APPLICABLE HST AND SERVICE CHARGE. MENU PRICES LISTED ARE GUARANTEED FOR NINETY (90) DAYS AND ARE OTHERWISE SUBJECT TO CHANGE WITHOUT NOTICE. THE PRICES LISTED ARE ONLY GUARANTEED FOR THE YEAR STATED IN THIS PACKAGE.



MENU SELECTIONS MUST BE CONFIRMED A MINIMUM OF FOURTEEN (14) DAYS PRIOR TO THE TOURNAMENT. A GUARANTEED NUMBER OF GUESTS AND THE TOTAL AMOUNT OF THE FOOD COST MUST BE PAID IN FULL WITHIN SEVEN (7) BUSINESS DAYS PRIOR TO THE TOURNAMENT TO ENSURE ADEQUATE STAFFING, FOOD AND BEVERAGE REQUIREMENTS CAN BE ESTABLISHED.



CATERING CHARGES WILL BE APPLIED TO THE GUARANTEED NUMBER OF GUESTS OR THE ACTUAL NUMBER ATTENDING, WHICHEVER IS GREATER. TO AVOID DISAPPOINTMENT TO YOU OR YOUR GUESTS, THE GUARANTEED NUMBER OF GUESTS SHOULD BE AS ACCURATE AS POSSIBLE.



DUE TO PROVINCIAL LIQUOR REGULATIONS, CORKAGE FUNCTIONS ARE RESPECTFULLY DECLINED. ALL FOOD AND BEVERAGE ITEMS MUST BE PURCHASED THROUGH THE PETERBOROUGH GOLF AND COUNTRY CLUB.



THE REMOVAL OF FOOD AND BEVERAGE PROVIDED BY THE CLUB WILL BE ALLOWED ONLY ON SELECTIVE AND ON APPROVED BASIS ONLY IN COMPLIANCE WITH HEALTH REGULATION.



THE PETERBOROUGH GOLF AND COUNTRY CLUB CANNOT BE HELD RESPONSIBLE FOR PERSONAL PROPERTY OR EQUIPMENT OF ANY NATURE BROUGHT INTO THE CLUB. THE CLUB WILL NOT ASSUME RESPONSIBILITY FOR ITEMS LOST, STOLEN OR NOT DELIVERED INTACT BEFORE, DURING OR AFTER A FUNCTION.



ALL ROOMS ARE DESIGNATED NON-SMOKING. THERE WILL BE NO EXCEPTIONS.

TOURNAMENT PROGRAM

\$150.00/PARTICIPANT

- GOLF GREEN FEE – 18 HOLES
- POWER CART FOR EACH TWOSOME
- GOURMET MEAL (*SEE MEAL SELECTIONS*)
- COMPLIMENTARY SERVICES (*LISTED BELOW*)
- GUESTS' COST FOR DINNER ONLY-TBD
- INCLUDES TAX & SERVICE CHARGE

ADDITIONAL CARTS REQUIRED OVER AND ABOVE THE GUARANTEED NUMBER OF PLAYERS FOR THE EVENT WILL BE AVAILABLE AT A CHARGE OF \$40.00 PER CART.

COMPLIMENTARY SERVICES

COMPLIMENTARY SERVICES THAT ARE AVAILABLE TO ALL TOURNAMENTS HOSTED AT PETERBOROUGH GOLF AND COUNTRY CLUB INCLUDE THE FOLLOWING:

- TOURNAMENT ASSISTANCE
 - TOURNAMENT FORMAT & CONTESTS
 - ITINERARY PLANNING
 - PRIZE SELECTION AND IDEAS
- SCORE CARD PREPARATION
- BAG DROP WITH STAFF PRESENT TO GREET GUESTS
- CUSTOMIZED CART SIGNAGE AND COMPLIMENTARY BAG TAG
- SCORING AND HANDICAPPING
- LOCKER ROOM SERVICE WITH TOWELS
- DRIVING RANGE AND PUTTING GREEN PRACTICE AREAS
- STAFF PROVIDED FOR REGISTRATION/SIGN IN
- MEMBER PRICING PRIVILEGES IN GOLF SHOP (*TOURNAMENT DAY ONLY*)

ALSO INCLUDED IN THE PROGRAM;

TOURNAMENT SPONSORS ARE ALLOWED TO DISPLAY SIGNAGE ON THE COURSE DURING THE DURATION OF THE TOURNAMENT. STAFF WILL BE AVAILABLE TO ASSIST WITH THE SET UP AND REMOVAL OF SPONSOR SIGNS. BEVERAGE CART SERVICE WILL BE AVAILABLE UPON REQUEST. ALL SIGNAGE MUST BE PROVIDED A MINIMUM OF 24 HOURS PRIOR TO EVENT.

Gourmet Meal Selection:

PLATED TOURNAMENT MENU OPTIONS

MEAL OPTION #1:

SLOW BRAISED PORK RIBS & GRILLED CHICKEN BREAST

Whipped Yukon Gold potatoes, fresh vegetable bundles

Choice of Caesar salad or assorted lettuce hearts with house vinaigrette; freshly baked bread and butter; our pastry chef's sweet table; Coffee and Tea.

MEAL OPTION #2:

GRAIN FED CHICKEN BREAST

STUFFED WITH SUN DRIED TOMATOES, SPINACH & PESTO

Whipped Yukon Gold potatoes, fresh vegetable bundles

Choice of Caesar salad or assorted lettuce hearts with house vinaigrette; freshly baked bread and butter; our pastry chef's sweet table; Coffee and Tea.

MEAL OPTION #3:

ROASTED STRIPLOIN OF BEEF

AU JUS WITH CARAMELIZED ONIONS

Daupinoise potatoes, fresh vegetable bundles

Choice of Caesar salad or assorted lettuce hearts with house vinaigrette; freshly baked bread and butter; our pastry chef's sweet table; Coffee and Tea.



BUFFET TOURNAMENT MENU OPTIONS

MEAL OPTION #4:

BBQ STEAK

Alberta strip loin steak, caramelized onions, baked potato with Sour Cream, Fresh Chives; Roasted Vegetables platter; Mediterranean Pasta Salad; Mixed Greens Salad with house vinaigrette; traditional Caesar salad; vegetables crudités & dip; freshly baked bread and butter; our pastry chef's sweet table; Coffee & Tea.

MEAL OPTION #5:

ROAST BEEF AND CHICKEN

Carved Roast Beef with Pan Jus; Grilled Breast of Grain Fed Chicken; Baked Potato with Sour Cream, Fresh Chives; Medley of Seasonal Vegetables; Mediterranean Pasta Salad; Mixed Greens Salad with Assorted Dressings; Traditional Caesar Salad; Vegetable and Relish Trays with Dip; Fresh Baked Rolls and Butter; Assorted Dessert Pastries; Coffee and Tea.



HOT AND COLD HORS D'OEUVRES

MAY BE PROVIDED UPON REQUEST

PRE TOURNAMENT LUNCHEON

- LUNCH BBQ** **\$ 12 PER PERSON**
Includes Hot Dog, Hamburger or locally made Sausage, Salad and a non-alcoholic beverage (Add a bottle of domestic beer for only \$5.19 - Drink Ticket)

- MEDITERRANEAN LUNCH** **\$ 12 PER PERSON**
Chicken & Pork souvlaki served with Greek salad, grilled pita and tzatziki sauce and a non-alcoholic beverage (Add a bottle of domestic beer for only \$5.19 - Drink Ticket)

- ON COURSE STATIONS (MINIMUM 30 PEOPLE)**
 - FRESH FRUIT SKEWERS WITH YOGURT** **\$5 PER PERSON**

 - BEVERAGE STATION TO INCLUDE ASSORTED PEPSI PRODUCTS, BOTTLED WATER, GATORADE** **\$3.50 PER PERSON**

 - MINI SLIDERS ON CIABATTA BUN WITH CRISPY ONIONS** **\$5 PER PERSON**

PRE-TOURNAMENT LUNCHEONS ARE AVAILABLE UPON REQUEST

PRICES DO NOT INCLUDE APPLICABLE TAX AND SERVICE CHARGE

BEVERAGE & BAR INFORMATION

White Wines

Reif Estates - Blend (Ontario) (House Wine)	\$30.77
Pinot Grigio, Venetio (Italy)	\$34.65
Chardonnay, Kingston Estates (Australia)	\$42.00

Red Wines

Reif Estates - Blend (Ontario) (House Wine)	\$30.77
Merlot, Magellan (France)	\$42.00
Shiraz, Kingston Estate (Australia)	\$42.00

Sparkling Wine

Prosecco (Italy)	\$40.00
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Punch

(Serves approximately 75 people)

Vodka or Rum Punch	\$140.00
Champagne Punch	\$185.00
Non Alcoholic Punch	\$ 75.00

Bar Selection

Domestic Bottled Beer	\$5.19
Imported Bottled Beer	\$5.58
Coolers	\$6.73
Mixed Drink - 1 oz	\$5.38
Cocktails - 1 oz	\$6.73
Glass of Wine - 6 oz	\$6.15

Non Alcoholic Selection

Soft Drinks	\$2.69
Juice	\$2.69
Perrier	\$2.69
Non-Alcoholic Beer	\$4.25
Sparkling Cider (Bottle)	\$25.00
Bottled Water	\$1.53

- ◆ Bartender charges of \$15 per hour will apply to all Host and Cash bars when bar sales are less than \$350. A minimum of 4 hours bar service will apply.

PRICES DO NOT INCLUDE APPLICABLE TAX AND SERVICE CHARGE

TOURNAMENT CONTRACT AGREEMENT

COMPANY NAME: _____

THIS AGREEMENT IS RENDERED BETWEEN PETERBOROUGH GOLF AND COUNTRY CLUB,
HEREAFTER REFERRED TO AS THE CLUB AND _____
(COMPANY NAME)

TOURNAMENT NAME: _____

TOURNAMENT ORGANIZER: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

TOURNAMENT DATE: _____ Time: _____

FEE PER PLAYER: _____

NUMBER OF ATTENDEES: Golf _____ Meal Only _____

DEPOSIT REQUIRED: Yes No Amount: _____

BILLING INFORMATION

ACCOUNTS ARE PAYABLE WITHIN THIRTY (30) DAYS OF THE TOURNAMENT.

BILL TO: _____

NAME

COMPANY NAME

ADDRESS

CITY

PROV.

POSTAL CODE

PHONE NUMBER

EMAIL

VEGETARIAN AND GLUTEN FREE SELECTIONS AVAILABLE UPON REQUEST

MENU SELECTIONS MUST BE CONFIRMED A MINIMUM OF FOURTEEN (14) DAYS PRIOR TO THE EVENT, AND A GUARANTEED NUMBER OF GUESTS SEVEN (7) DAYS PRIOR TO THE EVENT TO ENSURE ADEQUATE STAFFING, FOOD AND BEVERAGE REQUIREMENTS CAN BE ESTABLISHED.

SERVICE CHARGES WILL BE APPLIED TO THE GUARANTEED NUMBER OF GUESTS OR THE ACTUAL NUMBER ATTENDING, WHICHEVER IS GREATER. ALLOWANCES ARE MADE FOR ONLY 5% MORE GUESTS THAN GUARANTEED; TO AVOID DISAPPOINTMENT TO YOU OR YOUR GUESTS, THE GUARANTEED NUMBER OF GUESTS SHOULD BE AS ACCURATE AS POSSIBLE.

PROVINCIAL LIQUOR REGULATIONS & BAR OPERATION

DUE TO PROVINCIAL LIQUOR REGULATIONS, CORKAGE FUNCTIONS ARE RESPECTFULLY DECLINED. ALL FOOD AND BEVERAGE ITEMS MUST BE PURCHASED THROUGH THE PETERBOROUGH GOLF AND COUNTRY CLUB.

IT IS OUR POLICY TO SERVE NO MORE THAN TWO DRINKS TO ONE PERSON AT ONE TIME AND ONLY OFFER SINGLE SHOT DRINKS. PETERBOROUGH GOLF AND COUNTRY CLUB STAFF ARE QUALIFIED WITH SMART SERVE AND WILL FOLLOW ALL FEDERAL AND PROVINCIAL LAWS; OUR BARTENDERS HAVE THE RIGHT TO STOP SERVING DRINKS TO SOMEONE THAT APPEARS TO HAVE HAD TOO MUCH ALCOHOL, OR IS ACTING INAPPROPRIATELY TOWARDS ANOTHER GUEST OR STAFF MEMBER. SHOULD OUR STAFF BE IN THE POSITION TO ASK A GUEST TO LEAVE THE BANQUET ROOM, THE BANQUET MANAGER WILL DO THEIR BEST TO CONTACT THE TOURNAMENT CONVENOR/DIRECTOR PRIOR TO ANY ACTION TAKEN.

CHOICE OF GOURMET DINNER:

- MEAL OPTION #1 Chicken and Ribs
- MEAL OPTION #2 Stuffed Breast Chicken Plated
- MEAL OPTION #3 Roast Beef Plated
- MEAL OPTION #4 BBQ Steak Buffet
- MEAL OPTION #5 Roast Beef and Chicken Buffet

TERMS & CONDITIONS



PETERBOROUGH GOLF AND COUNTRY CLUB CAN NOT BE HELD RESPONSIBLE FOR PERSONAL PROPERTY OR EQUIPMENT OF ANY NATURE BROUGHT INTO THE CLUB. THE CLUB WILL NOT ASSUME RESPONSIBILITY FOR ITEMS LOST, STOLEN OR NOT DELIVERED INTACT BEFORE, DURING OR AFTER A FUNCTION.



MEMBERS AND GUESTS WILL ABIDE BY THE RULES AND REGULATIONS AS LAID OUT IN THE CLUB BY-LAWS OF PETERBOROUGH GOLF AND COUNTRY CLUB, INCLUDING ALL LIQUOR LICENSE ACT REQUIREMENTS AND PETERBOROUGH COUNTY HEALTH PROTECTION AND PROMOTION ACT.



ALL MEMBERS AND CONVENORS ARE RESPONSIBLE FOR NOTIFYING THEIR GUESTS SO ALL GUESTS ARE AWARE OF PETERBOROUGH GOLF AND COUNTRY CLUB'S DRESS CODE STANDARDS.



CONVENORS AND SPONSORS ARE NOT PERMITTED TO SUPPLY ALCOHOLIC PRODUCTS FOR THE TOURNAMENT. THIS IS IN CONTRAVENTION OF THE LIQUOR LICENSING ACT. WINE AND LIQUOR AS GIFTS OR PRIZES ARE NOT PERMITTED.



ALL CONVENORS UNDERSTAND THAT GUESTS PARTICIPATING IN THEIR TOURNAMENT WHO HAVE RENTED A GOLF CART ARE RESPONSIBLE FOR ANY DAMAGE OR INJURY.



DEPOSIT OF PAYMENTS WILL BE APPLIED TO THE FINAL BALANCE OF THE TOURNAMENT IF NO DAMAGES ARE INCURRED.



PAYMENTS OF ACCOUNTS ARE PAYABLE UPON RECEIPT OF INVOICE AND UNPAID ACCOUNTS WILL BE PENALIZED.



WE, THE SIGNATORIES OF THIS CONTRACT AGREE TO ABIDE BY ALL CLUB RULES AND REGULATIONS AS LAID OUT IN THE CLUB BY-LAWS, TOURNAMENT PACKAGE AND ENACTED BY THE BOARD OF DIRECTORS.

TOURNAMENT CONVENOR:

DATE	NAME	SIGNATURE
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PETERBOROUGH GOLF AND COUNTRY CLUB:

DATE	CLUB REPRESENTATIVE	SIGNATURE
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Peterborough
Golf and Country Club

DRESS CODE

GENERAL STIPULATIONS

PETERBOROUGH GOLF AND COUNTRY CLUB IS AN ESTABLISHED CLUB WITH A DRESS CODE THAT IS SET TO REFLECT THE STATURE OF THE CLUB AND ITS TRADITIONAL STYLE. IN ORDER TO AVOID EMBARRASSMENT AND ENSURE A PLEASANT VISIT, ALL GUESTS SHOULD BE AWARE OF OUR STANDARDS OF DRESS.

DRESS CODE FOR CLUB HOUSE, LOUNGE & DINING AREAS

GOLF COURSE ATTIRE IS ACCEPTABLE ANYWHERE IN THE CLUB.

PANTS:

SMART CASUAL DENIM IS ALLOWED IN THE LICENSED AREAS OF THE CLUB HOUSE. JEANS/DENIM MUST BE CLEAN, IN GOOD REPAIR, NO RIPS, TEARS, FRAYED ENDS OR HOLES AND MUST FIT APPROPRIATELY (NO EXCESSIVE BAGGY DENIM). SMART CASUAL DOES NOT INCLUDE YOGA WEAR, RUNNING WEAR, TRACK SUITS OR SIMILAR ATHLETIC ATTIRE.

CARGO PANTS ARE NOT PERMITTED (LARGE BULKY POCKETS ON THE OUTSIDE OF PANTS OR SHORTS)

DRESS CODE FOR GOLF COURSE

MEN'S DRESS CODE

SHIRTS: SHIRTS MUST BE TUCKED IN AT ALL TIMES AND HAVE A COLLAR. A 'COLLAR' CAN BE THE TRADITIONAL STYLE, TURTLENECK STYLE OR THE MOCK NECK STYLE.

PANTS/SHORTS: DRESS OR GOLF SLACKS MAY BE WORN. *BLUE JEANS, CARGO PANTS OR SWEAT PANTS ARE NOT PERMITTED.* THE APPROPRIATE LENGTH OF SHORTS IS FOUR INCHES OR LESS ABOVE THE KNEE. SHORTS THAT ARE TIGHT-FITTING, CYCLING SHORTS, CARGO SHORTS OR DENIM JEAN SHORTS OF ANY COLOUR ARE NOT PERMITTED.

LADIES DRESS CODE

SHIRTS: SLEEVELESS TOPS ARE PERMITTED PROVIDED THEY HAVE A COLLAR AND CONVERSELY, ANY TOP THAT DOES NOT HAVE A COLLAR MUST HAVE SLEEVES. TOPS MUST BE WORN TUCKED IN, UNLESS DESIGNED TO BE WORN OUT. T-SHIRTS, HALTER-TOPS, TUBE TOPS, CROP TOPS AND TANK TOPS ARE NOT PERMITTED.

PANTS/SHORTS: DRESS SKIRTS, SHORTS, CAPRI PANTS AND SLACKS MAY BE WORN. APPROPRIATE LENGTH OF SHORTS IS FIVE INCHES OR LESS ABOVE THE KNEE. **SPANDEX SHORTS, CARGO SHORTS AND DENIM SHORTS OF ANY COLOUR ARE NOT ACCEPTABLE ATTIRE.**

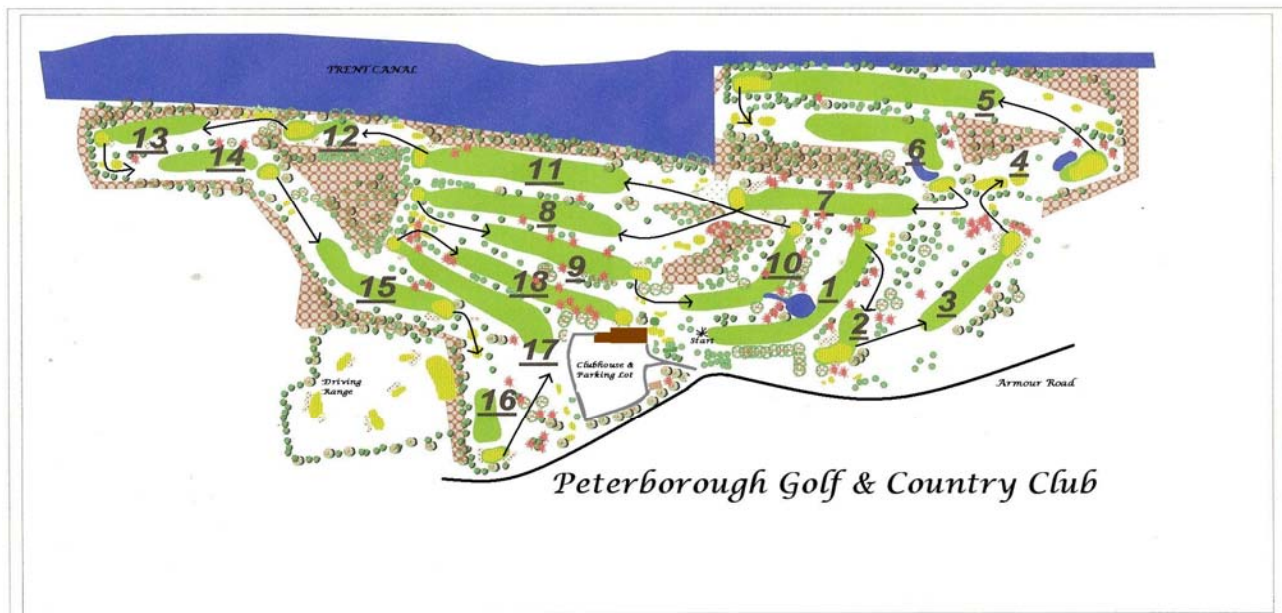
HATS: CAPS OR VISORS MAY NOT BE WORN BACKWARDS AND HATS ARE TO BE REMOVED WHEN IN THE CLUBHOUSE. GENTLEMEN'S GOLF HATS, CAPS AND VISORS MAY BE WORN WHILE TRAVELING BETWEEN THE LOCKER ROOMS AND THE GOLF COURSE OR THE CURLING RINK. GOLF HATS, CAPS OR VISORS ARE NOT PERMITTED WHERE FOOD IS SERVED INDOORS.

SHOES: APPROPRIATE GOLF COURSE FOOTWEAR MUST BE WORN. SHOES/GOLF SANDALS MUST BE EQUIPPED WITH NON-METAL SPIKES. SOFT-SOLED SHOES ARE PERMITTED.
GOLF SHOES WITH METAL SPIKES ARE NOT PERMITTED.

*THE INTERPRETATION OF THE GENERAL STIPULATIONS IS AT THE DISCRETION
OF THE GOLF PROFESSIONAL STAFF.*

IT IS IN ALL OF OUR INTERESTS TO MAINTAIN REASONABLE STANDARDS OF DRESS IN KEEPING WITH A CLUB
OF PETERBOROUGH GOLF AND COUNTRY CLUB'S STATUS.

COURSE MAP



COURSE ETIQUETTE

1. REPAIR BALL MARKS
2. REPLACE TEE & FAIRWAY DIVOTS
3. RAKE SAND TRAPS/BUNKERS
4. CART USAGE (*DO NOT DRIVE ON GREENS, STAY OUT OF ROPED OFF AREAS*)
5. PACE OF PLAY

CONVENORS CHECKLIST

TOURNAMENT BUDGET -DETAILED BREAKDOWN

- REGISTRATION _____
- FOOD & BEVERAGES _____
- PRIZES, TROPHIES, AWARDS _____
- SPECIAL GUEST(S) _____
- PHOTOGRAPHY _____
- ENTERTAINMENT _____

CONTRACT COMPLETED WITH HOST TOURNAMENT DESTINATION

- DATE _____
- TIME _____
- COST _____
- COURSE RULES & DRESS CODE
- TOURNAMENT PACKAGE AND FORMAT

MAJOR SPONSORS AND APPROPRIATE SIGNAGE

- SPONSOR SIGNS ORDERED
- PICKED UP
- BROUGHT TO THE CLUB 1 DAY PRIOR TO THE TOURNAMENT
- SPONSOR SIGNS SET UP

DEVELOP AND RECORD YOUR LIST OF ATTENDEES; BOTH THE GOLFERS AND THOSE WHO ARE ATTENDING THE DINNER ONLY.

- TOTAL NUMBER OF MEALS NEEDED:
TOURNAMENT MEAL _____ VEGETARIAN _____
SPECIAL REQUESTS (DIETARY NEEDS) _____
- THE CLUB'S FOOD & BEVERAGE MANAGER HAS A LIST OF MEALS FOR THE ABOVE

GIVE LIST OF ATTENDEES TO THE CLUB;

- LIST OF GOLFERS: (PROVIDE COPIES OF BOTH TO THE GOLF SHOP)
 - ALPHABETICALLY
 - TEAMS

CONFIRM CONTESTS ON GOLF COURSE WITH THE CLUB

TOURNAMENT PRIZES, TROPHIES AND/OR AWARDS

- PRIZES
- TROPHIES
- AWARDS

ALL PARTICIPANTS ARE AWARE OF THE FOLLOWING:

- CLUB DRESS CODE STANDARDS
- GOLF COURSE ETIQUETTE
- COURSE MAP
- TOURNAMENT FORMAT & RULES SHEET
(SPEAK WITH THE CLUBS' GOLF DIRECTOR FOR FORMAT AND RULES SHEET)

GUEST CONFIRMATION AND REMINDER

- CONFIRM GUEST ATTENDANCE VIA PHONE
- REMINDER EMAIL TO ALL GUESTS EXPLAINING
 - TOURNAMENT ITINERARY
 - TOURNAMENT FORMAT
 - CLUB DRESS CODE

CREATE DETAILED ITINERARY

- REGISTRATION START TIME
- TOURNAMENT SHOT GUN START TIME
- TOURNAMENT ORGANIZER WELCOMES ALL ATTENDEES
- DINNER
- PRIZES, TROPHIES AND/OR AWARDS
- WRAP-UP

REGISTRATION SET-UP

- ALPHABETICAL LIST OF GOLFERS WITH STARTING HOLE #
- SCORE CARD & PENCIL
- TOURNAMENT FORMAT/RULES SHEET
- TOURNAMENT BAGS FOR ON THE COURSE (AVAILABLE FOR PURCHASE AT PGCC Pro SHOP, INCLUDES: TEES, GOLF BALLS, DIVOT REPAIR TOOL AND A BOTTLED WATER)

POST TOURNAMENT

- FOLLOW UP MEETING WITH TOURNAMENT ORGANIZERS TO REVIEW PROGRAM FOR IMPROVEMENTS FOR FUTURE TOURNAMENTS
- ADD SUGGESTIONS TO TOURNAMENT CHECKLIST
- THANK YOU CARDS/NOTES TO SPONSORS
- THANK YOU CARDS/NOTES TO ALL ATTENDEES



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