

EXECUTION OF A SUCCESSFUL EVENT

30-60 Days Before Event

- ... Confirm Format: Shamble, Texas Scramble, etc.
- ... Confirm Contests: Longest Drive (LD), Closest to the Pin (KP), Longest Putt, Hole In Ones
- ... Confirm Scoring (Leaderboard)
- ... Confirm Prizes, Contests, and Donation Requests
- ... Confirm Reception Details
- ... Menu Selection
- ... Bar Requirements
- ... Banquet Setup: Number of Guests, AV Equipment, Prize Tables, Host/Cash Bar
- ... Volunteer Banquet Setup: Number of Volunteers, Host/Cash Bar, thank you gifts, draws
- ... Confirm Registration Setup
- ... Table and Chairs Required
- ... Site plan - Media Requirements, Registration, Auction set up, Prize tables

15-30 Days Before Event

- ... Confirm On-Course Details and Requirements (Signage, Ice, Meals, etc.)
- ... Send Event Details to Tournament Participants
- ... Registration Time
- ... Meal Times
- ... Directions To Course
- ... Dress Code-Including Spike Policy
- ... Tournament Contact

21 Days Before Event

- ... Confirm Final Numbers

14 Days Before Event

- ... Confirm any Required Rental Equipment, Clubs etc.

7 Days Before Event

- ... Email Group Pairings (Draw Sheet)
- ... Reconfirm and Finalize Menu Selections

2 Days (48 Hours) Before Event

- ... Deliver all Signage and any other On-Course Materials

As this may be one of the few times you have been involved in the organization of a golfing event, we have included some golf terminology that you may come across during your preparation. We hope this helps you in the planning of your event and ensures that no details are overlooked.

Most Golf Courses have 18 holes. Each hole is rated depending on its length (in yards) by the amount of shots you are expected to take to get the ball into the hole. This number is called PAR. Most courses have four Par 3's, ten Par 4's and four Par 5's, which makes the Par for the course 72 (shots) from the white tees. For tournaments, we highly recommend that players use the white tees.

Golf Terminology

- ... Par - The number of shots you are expected to take to get the ball in the hole
- ... Bogey - One shot over par (5 shots on a par 4)
- ... Birdie - One shot under par (3 shots on a par 4)
- ... Eagle - Two shots under par (2 shots on a par 4)
- ... Hole In One – One shot from the tee, to a par 3 green, whereby the golf ball ends up in the cup. A very rare occurrence. Usually rewarded with a prize. Average player making an ace: 12,000 to 1; Average player aching a 200-yard hole: 150,000 to 1; Two players from the same foursome aching the same hole: 17 million to 1; One player making two holes-in-one in the same round: 67 million to 1
- ... Tee - The area from which each hole is started (each player “tees-off”)
- ... Fairway - The ideal landing area from a tee-shot
- ... Green - The hole is marked by a flagstick which is located on “the green”
- ... Foursome - A group of four golfers. The maximum number of golfers allowed to play together
- ... Tee-Time* - The time a foursome is expected to tee-off (start playing), usually ever 8 to 10 minutes apart... every ten minutes (six tee times an hour) allows for an excellent pace of play
- ... **Shotgun** - When all foursomes tee-off at the same time, starting on different holes
- ... Handicap - A number given to players ability (0=very good player)
- ... Power Cart - A battery or gas powered vehicle used by golfers to transport them around the golf course
- ... Cart Sign - A sign on the front of the power cart with the players and company/group name
- ... Front Nine - Holes 1-9
- ... Back Nine - Holes 10-18
- ... 19th Hole Clubhouse or Lounge area (for almost all events, **except a go golf event...**) **a go golf event is always sold out, therefore we had to create an extra hole to accommodate one more group! The 19th hole in a go golf event is the putting green, the position of honour for the host sponsor...**
- ... Refreshment Stand - A snack bar located on the golf course (Refreshment Cart also available)
- ... 1st Tee Host Greeter - stationed at 1st tee to introduce players to course rules and familiarize with layout. In shotgun tournaments all 18 holes could have a greeter.
- ... Player's Assistants or Course Marshalls - Person(s) assigned to monitor groups on the course improve guest experience and assist with pace-of-play
- ... Bag Drop Area - where guest is greeted and golf bags/clubs are removed from vehicle for cart set-up
- ... KP - Closest to the Pin marker (usually on par 3 holes)
- ... LD - Longest Drive marker (usually on par 5 holes)
- ... Pace of Play - The speed a group maintains on a round of golf to allow them to meet the designated time. A round of golf should take 4 hours and 30 minutes, with most tournament rounds requiring 5 hours.
- ... Aeration – part of ongoing course maintenance programs. Punching small holes into the greens and then filling with a special mixture of sand. At most courses this is done twice a year, once in the spring and once in the fall. Go Golf recommends waiting two weeks after aeration to play a course, your guests will appreciate the consideration.