

# GOLF TOURNAMENT PLANNING TIME LINE ORGANIZER

Provided courtesy of  
Tournament Creation  
Golf Tournament  
Planning Complete  
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Affiliate Network.



**How To Solve All Your  
Golf Events Planning  
& Organizing Problems,  
*Fast & Forever!***

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**Compiled by Mike Mucci  
Tournament Creation  
Golf Tournament Planning Complete**

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**MINI-TOOLBOX 7 DAY ECOURSE**

*Provides Strategies Endorsed By Experts As The Very Best Assisting YOU  
To Generate Mega Profits Like Never Before!*

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of Proven Tournament Planning Strategies Without Obligation!

**The Golf Tournament Planning Mini-Toolbox** is now available for you to use for a very limited time at zero cost to you. Here's what you will be receiving with your free **Mini-Toolbox 7 Free Tournament Planning Lessons** and newsletter subscription...

- **Day 1** -- How to integrate Pre-Tournament "*mini-events*" guaranteed to attract *players of all skill levels* and explode your events bottom line.
- **Day 2** -- A sure fire way to **save \$700 or more** on your beverage expenses.
- **Day 3** -- Secrets of tournament directors who are saving 20% or more when purchasing Hole-in-One, *Putting Contest and Million Dollar Shootout* insurance premiums.
- **Day 4** -- There's nothing else like it... discover a lead generation system that will attract sponsorship revenue like a "magnet" in half the normal time.
- **Day 5** -- How to attract celebrities and professional athletes without ever paying appearance fees.
- **Day 6** -- Discover the value of "*Event Strategies*" and how to create unprecedented community support... **you will never need** to spend additional time recruiting players or volunteers again.
- **Day 7** -- How To Absolutely, Without Any Doubts, **Explode Your Golf Event's Bottom Line** Like Never Before.

Hard to believe all this information is FREE? It's true. Plus, we'll even include a free subscription to our monthly newsletter which is chock full of additional tournament planning strategies. No strings attached. **Enroll today...**

**Yes, Sign Me Up.** [Click Here.](#)

**To receive our weekly golf tournament-planning tip of the  
weeknewsletter...Click Here.**

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## GOLF TOURNAMENT PLANNING TIME LINE ORGANIZER

You should allow an absolute minimum of three (3) months to plan your golf tournament. For best results and less anxiety for all involved use the following when planning your next event. In addition to this organizer, you are entitled to a FREE subscription to YOUR own copy of Golf Tournament Planning Newsletter. [Click Here](#)

### NINE MONTHS PRIOR TO EVENT

### COMPLETION DATE

- |   |       |
|---|-------|
| <input type="checkbox"/> Select Tournament Director   | _____ |
| <input type="checkbox"/> Choose Committee Chairpersons  | _____ |
| <input type="checkbox"/> Hold Initial Planning Meeting with<br>Tournament Director and Committees | _____ |
| <input type="checkbox"/> Select Theme   | _____ |
| <input type="checkbox"/> Agree on Tournament Format   | _____ |
| <input type="checkbox"/> Select Contests and Events   | _____ |
| <input type="checkbox"/> Choose Peripheral Activities   | _____ |
| <input type="checkbox"/> Discuss Pre-Tournament events  | _____ |
| <input type="checkbox"/> Obtain Insurance Quotes  | _____ |
| <input type="checkbox"/> Identify Legal Liabilities   | _____ |
| <input type="checkbox"/> Identify and qualify sponsors and donors                                 | _____ |
| <input type="checkbox"/> Visit and inspect facility/course  | _____ |
| <input type="checkbox"/> Select tournament Date and Time  | _____ |
| <input type="checkbox"/> Select course and sign contract  | _____ |
| <input type="checkbox"/> Determine marketing/publicity strategies                                 | _____ |

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#### SIX MONTHS PRIOR TO EVENT

#### COMPLETION DATE

- |   |       |
|---|-------|
| <input type="checkbox"/> Hold meeting of Tournament Director and Committee                    | _____ |
| <input type="checkbox"/> Determine if athletes or celebrities are to be included in the event | _____ |
| <input type="checkbox"/> Sign agreements with sponsors  | _____ |
| <input type="checkbox"/> Design logo and USP for the event                                    | _____ |
| <input type="checkbox"/> Design entry forms   | _____ |
| <input type="checkbox"/> Finalize the budget  | _____ |
| <input type="checkbox"/> Secure any needed equipment  | _____ |
| <input type="checkbox"/> Locate and reserve communication for two way radios                  | _____ |
| <input type="checkbox"/> Sign agreements with athletes/celebrities                            | _____ |
| <input type="checkbox"/> Prepare initial press release  | _____ |
| <input type="checkbox"/> Finalize and sign contracts for food and beverage functions          | _____ |

**Want more information regarding pre-tournament revenue generators? [Click Here](#)**

#### 120 DAYS PRIOR TO EVENT

#### COMPLETION DATE

- |  |       |
|--|-------|
| <input type="checkbox"/> Hold meeting of Tournament Director and Committee | _____ |
| <input type="checkbox"/> Distribute Volunteer forms and waivers            | _____ |
| <input type="checkbox"/> Determine awards and order them                   | _____ |
| <input type="checkbox"/> Determine player goody bags                       | _____ |

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- How to attract celebrities and professional athletes to your golf events at NO cost...
- Save \$700 or more on your beverage bill at your next golf event...
- How to receive \$30,000 in FREE tournament prizes...
- And Much More...

Save 35% on the Internet's #1 Golf Tournament Planning Resource Guide...

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#### 30 DAYS PRIOR TO EVENT

#### COMPLETION DATE

- Hold meeting with Tournament Director and Committee Leaders \_\_\_\_\_
- Plan positioning of sign and banners \_\_\_\_\_
- Confirm tee times and golf course responsibilities \_\_\_\_\_
- Confirm food and beverage functions \_\_\_\_\_
- Examine proofs for any logo product \_\_\_\_\_
- Confirm awards and prizes are on schedule to arrive on time \_\_\_\_\_

#### 21 DAYS PRIOR TO EVENT

#### COMPLETION DATE

- Meeting with Tournament Director and Committee Leaders \_\_\_\_\_
- Assemble Tournament goody bag contents \_\_\_\_\_

#### 7 DAYS PRIOR TO EVENT

#### COMPLETION DATE

- Hold meeting of Tournament Director and Committee Leaders \_\_\_\_\_
- Issue final press release \_\_\_\_\_
- Check that gifts and prizes are logod correctly \_\_\_\_\_
- Confirm athletes/celebrities appearances \_\_\_\_\_

**48 HOURS PRIOR TO EVENT**

**COMPLETION DATE**

- Determine pairings and make necessary adjustments \_\_\_\_\_
- Print cart signs, ( by pairing and team... see example),  
rule sheets, etiquette sheets, tournament rules, pin placement sheet,  
complete player roster \_\_\_\_\_
- Discuss any changes with course staff and food & beverage group \_\_\_\_\_
- Determine final guaranteed numbers \_\_\_\_\_
- Build money change boxes for sales of texas tees,  
mulligans, and peripheral events..etc. \_\_\_\_\_
- Have lines and circles placed on fairways and greens \_\_\_\_\_

**TOURNAMENT DAY**

**COMPLETION DATE**

- Ice down all beverages (6-12 hours early) \_\_\_\_\_
- Test two way radios and distribute re-test \_\_\_\_\_
- Place sponsor signs on each tee or greens \_\_\_\_\_
- Set up hole-in- one prize and signage \_\_\_\_\_
- Put up parking signs \_\_\_\_\_
- Make sure driving range is staffed \_\_\_\_\_
- Set up registration tables \_\_\_\_\_

**Have a great idea or product that targets the golf tournament planning segment and would like to be a partner in a joint venture? [Click Here](#)**

**48 HOURS PRIOR TO EVENT**

**COMPLETION DATE**

- Determine pairings and make necessary adjustments \_\_\_\_\_
- Print cart signs, ( by pairing and team... see example),  
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 mulligans, and peripheral events..etc. \_\_\_\_\_
- Have lines and circles placed on fairways and greens \_\_\_\_\_

**TOURNAMENT DAY**

**COMPLETION TIME**

- Ice down all beverages (6-12 hours early) \_\_\_\_\_
- Test two way radios and distribute re-test \_\_\_\_\_
- Place sponsor signs on each tee or greens \_\_\_\_\_
- Set up hole-in- one prize and signage \_\_\_\_\_
- Put up parking signs \_\_\_\_\_
- Make sure driving range is staffed \_\_\_\_\_
- Set up registration tables \_\_\_\_\_
- Set up sales of texas tees, pre-tournament activities and mulligans \_\_\_\_\_
- Set up awards table and prize display \_\_\_\_\_
- Set up scoring table \_\_\_\_\_
- Set up score board \_\_\_\_\_

...continued on the next page.

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**TOURNAMENT DAY CONTINUED**

**COMPLETION TIME**

- Final instructions for photographer and videographer
- Place contest markers on holes
- Distribute goody bags at registration to all players
- Make sure course monitors are on the job
- Give last minute instructions to golfers

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**DURING THE TOURNAMENT**

**COMPLETION TIME**

- Individually greet and thank all players at the turn
- Continually check two way radio communications
- Supervise and support volunteers

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**AFTER THE TOURNAMENT**

**COMPLETION TIME**

- Supervise scoring results
- Post the scores
- Direct the awards ceremony
- Oversee departure of players
- Equipment pick up, pack up
- Clean up tournament site

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Wanna know how Rodney Dangerfield, Ted Knight, The Murray Brothers and Chevy Chase planned and operated their annual golf event at Bushwood Country Club in the movie "Caddy Shack"? Find out how this group of very "funny guys" worked together to create the "most memorable golf event" of all time when you participate in All About Golf Tournament Planning's **FREE 7 Day eCourse** that teaches anyone How To Plan Any Golf Event Simply & Easily For Fun & Profit!

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**POST TOURNAMENT FOLLOW UP**

**COMPLETION DATE**

- |   |       |
|---|-------|
| <input type="checkbox"/> Pay all vendors                                  | _____ |
| <input type="checkbox"/> Mail critique forms and final tournament results | _____ |
| <input type="checkbox"/> Hold a volunteer party and critique session      | _____ |
| <input type="checkbox"/> Complete and distribute financial accounting     | _____ |
| <input type="checkbox"/> File all Player and Volunteer Profile Sheets     | _____ |

*Some Testimonials from a few very happy clients...*

*"I am so pleased!*

*Just a note to let you know how much I like the Golf Tournament Planning Secrets Revealed manual it is so helpful and informative. Thanks for taking the time to rush it to me. I as so pleased. This is a first time event for my company Something So Right and thanks to your product it will be a huge success!"*

**Debbie Brackens, Something So Right, Mitchellville, MD.**

*"I look forward to working with you for years to come..."*

*"Nineteen years - hundreds of golf trips - over a thousand golf tournaments - I can't remember how many times people have said, why don't you write a book about how to plan a golf tournament. Of course, I never got around to do it, now I don't have to. Your Golf Tournament Planning Secrets Revealed eToolkit is far better than I could have ever come up with and I have operated charity tournaments, corporate events, trip tournaments, association tournaments, you name it and I have that experience. Congratulations on a fantastic publication, I look forward to working with you guys for years to come!"*

**E.G. "Bud" Kyle, President, Golf Outings By Bud Inc., Discovery Bay, California.**

*"I'm a novice in the golf industry ..."*

*Your E-toolkit is really breaking planning a golf event in digestible pieces. I purchased your eToolkit yesterday and can't seem to put it down. I'm a novice in the golf industry and your eToolkit is really breaking planning an event in digestible pieces. As an event planner, I've noticed how golf tournaments are booming everywhere. So, I'm expanding my business and this will be my first opportunity to plan a tournament as a fundraising event for a soup kitchen in our community. I'm so excited and confident with the help of your materials that this event will succeed. Thank you and your team for taking the time to develop such valuable information. I find the \$197 investment to be a steal."*

**Luzelenia Nunez, Equisite Events, Chicopee, MA**

**[CLICK HERE TO LEARN MORE.](#)**