



The Ultimate Golf Tournament Planner

**A Complete Step-by-Step Planner
for a Successful Golf Tournament**

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The **Ultimate** in Golf Tournament Software

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What's the key to pulling off a successful golf tournament? It's planning and organization, of course. This tournament planner doubles as a timeline and project checklist. Fill in your organization's due dates based on the date of your tournament. For simplicity's sake, we've assigned responsibilities to three people, the Tournament Chairperson, the marketing or advertising manager (Marketing) and a Planning Director - all of whom can delegate. But while delegation is important, accountability is imperative.

9 months prior to event			
Task	Who	Due Date	Status
Set Tournament Objectives	Chairperson	_____	_____
Determine 501(c)3 Charitable Status	Chairperson	_____	_____

6 months prior to event			
Task	Who	Due Date	Status
Set Event Date and Timeline	Event Committee	_____	_____
Preliminary Budget	Chairperson	_____	_____
Develop Project Plan	Chairperson	_____	_____
Preliminary Specifications	Planning Director	_____	_____
Golf Tournament Website	Marketing	_____	_____
Solicit Potential Sponsors	Marketing	_____	_____
Mailing to Potential Sponsors	Planning Director	_____	_____
Perform Site Inspections	Event Committee	_____	_____
Solicit and Evaluate Course Proposals	Planning Director	_____	_____
Hold Golf Course	Planning Director	_____	_____
Set up Accounting Process	Chairperson	_____	_____
Identify Celebrities	Planning Director	_____	_____
Volunteer Job List	Planning Director	_____	_____

4 months prior to event			
Task	Who	Due Date	Status
Establish Player Method of Payment	Chairperson	_____	_____
Sign Course Contract	Chairperson	_____	_____
Prepare Invitees List	Marketing	_____	_____
Design Logo	Marketing	_____	_____
Finalize Tournament Format	Event Committee	_____	_____
Mail Save the Date Postcards	Marketing	_____	_____
Hole in One Insurance	Chairperson	_____	_____
Set up Master Account	Planning Director	_____	_____
Draft Invitation to Invitees	Marketing	_____	_____

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Select and Order Awards	Marketing	_____	_____
Finalize Volunteer Committee	Planning Director	_____	_____
Auction	Event Committee	_____	_____
Raffle	Event Committee	_____	_____
Signage	Marketing	_____	_____
Press Release	Marketing	_____	_____
Finalize Budget	Chairperson	_____	_____
Leader Board	Chairperson	_____	_____
Advertise!!!	Marketing	_____	_____

30 days prior to event

Task	Who	Due Date	Status
Prepare Registration List	Planning Director	_____	_____
Publish Registration Cut-Off	Planning Director	_____	_____
Complete Registration	Planning Director	_____	_____
Finalize Sponsors	Chairperson	_____	_____
Finalize Rules and Agenda	Planning Director	_____	_____
Order Shirts, Shoes, Gloves	Planning Director	_____	_____
Photographer	Planning Director	_____	_____
Plan Aid Stations	Planning Director	_____	_____

21 days prior to event

Task	Who	Due Date	Status
Goody Bags	Planning Director	_____	_____
Download Reports	Planning Director	_____	_____
Send Confirmation Notices	Marketing	_____	_____
Revise Pairings	Chairperson	_____	_____
Select Food/ Beverage	Planning Director	_____	_____
Compile Dietary Restrictions	Planning Director	_____	_____
Finalize Food/Beverage	Planning Director	_____	_____

7 days prior to event

Task	Who	Due Date	Status
Draft Pairings	Planning Director	_____	_____
Write Emcee's Script	Chairperson	_____	_____
Finalize all Course Arrangements	Planning Director	_____	_____
Guarantee Due	Chairperson	_____	_____
Confirm Celebrities	Planning Director	_____	_____

48 hours prior to event

Task	Who	Due Date	Status
Meeting with Course Management	Event Committee	_____	_____

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Prepare Golf Gift Bags	Marketing	_____	_____
Pairings Due	Chairperson	_____	_____
Finalize pairings	Planning Director	_____	_____
Cash Drawer	Chairperson	_____	_____
Credit Cards at Course	Chairperson	_____	_____
Reserve 2-Way Radios	Chairperson	_____	_____
Print Cart Signs	Marketing	_____	_____

Tournament Day

Task	Who	Due Date	Status
Event Day	Chairperson	_____	_____
Deliver Materials to Course	Chairperson	_____	_____
Registration	Chairperson	_____	_____
Setup Insured Contests	Planning Director	_____	_____
Ice Down Beverages	Planning Director	_____	_____
Parking Signs - Instructional Signs	Marketing	_____	_____

After The Tournament

Task	Who	Due Date	Status
Evaluate	Chairperson	_____	_____
Reconcile Invoices	Chairperson	_____	_____
Deliver Awards	Planning Director	_____	_____
Finalize Budget Summary	Chairperson	_____	_____
Send Thank-You's	Marketing	_____	_____
Hold Volunteer Party	Chairperson	_____	_____
Final Results & Player Critique	Marketing	_____	_____
Update Website	Marketing	_____	_____

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- Sponsor promotion & management
- Integrated payment processing and detailed financial reporting

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