

SMGA Event Chair Check List
Pre-Tournament- Send Score Card With Completed Form

Rev - 3/7/25

Event # : Date: Handicap %: Players: Format:

Host Club: Course: Aeration Date Course Conditions:

Club Profession Name, Phone & Email:

Will Club Donate a Foursome of Golf for the SMGA Annual Meeting?

Golf Rate: Green Fee: Cart: Range Balls: Sales Tax: Credit Card Fee: Other:

Will Club provide Golf Certificates for 2 Players with Carts as CTPs prizes?

- Club will notify Security (If Pass Required) - SMGA will not pay for No Shows -No unapproved outside solicitations

- SMGA will provide pairings 3 days prior to the event Does Club have Golf Genius software?

Name, Phone Number and Email of Person Running Golf Genius Software on the Day of the Event?

Will Club print scorecards using Golf Genius? Will Club print scorecards from a file sent by SMGA?

Will Club provide Rule sheet/Local Rules for the event?

Tournament Day

Will Club set up scoreboard? Club Provide starters/rangers? Driving range & balls available?

Can member owned carts be used? Will Bag Attendants be available? Can Bag Attendants accept tips?

WiFi available to Ec's during event? Will Club maintain winner's list?

Beverage/food cart available? Special Price for Lunch? Beer/Soda:

Course

Tee Times Starting at? Tee Time Interval? Shotgun Start at?

Champion Tees Color/Name ? Yardage Slope Rating

Regular Tees Color/Name? Yardage Slope Rating

Senior Tees Color/Name ? Yardage Slope Rating

Super Senior Tees \Color/Name ? Yardage Slope Rating

Champion Tees (6500-6200), Regular Tees (6200-5900), Senior Tees (5800-5400), Super Senior Tees (5300-4900)

Payment

Cart Fees Paid By? If Check - Payable To

Prize Fees Paid By? If Check - Payable To

Bag Attendants Fee Paid By? If Check - Payable To

Member Pricing for Gift Merchandise? Gift Certificate Time Frame? (Ask for 12 Months)

SMGA Event Chairman:

Date: _____

Host Club Professional:

Date: _____

Send Event Checklist to the following :

Joe Macchia - President	smgahhi.president@gmail.com	Don McCollum - Technical Chair	dgmccollum@gmail.com
Fred Corpuz - Tournament - 1st VP	runnercorpuz@aol.com	Paul Lamdin - Treasurer	pjlambdin@yahoo.com
Claudia Peters - TA Assist	claudiapeters@124@yahoo.com	Fred McNamee - TA	smgahhita@yahoo.com