

SMGA EVENT CHAIR CHECK LIST

Event #:		Date(s):		Handicap %:		Players (Max):	
Host Club:				Course:			
Pro Responsible for Event:							
Event Format:							

Pre-Tournament - Send Score Card With Completed Form

- Club will notify Security (If Pass required)	- SMGA will not pay for No-Shows
- SMGA will provide pairings 3 days prior to event	- No unapproved outside solicitations permitted.
Does Club have USGA - TM software?	
Email address of person running USGA - TM software	
Will Club prepare scorecards using USGA - TM?	
Or will club print scorecards from a file sent by SMGA?	
Will Club provide Rule Sheet / Local Rules for event?	
Will Club to provide Golf Certificates for 2 Players With Carts as CTPs prizes?	
PLEASE ASK PRO IF CLUB WILL DONATE A FOURSOME OF GOLF FOR SMGA ANNUAL MEETING	
Most recent aeration date:	Course Conditions:

Tournament Day

Will Club set up scoreboard?	Club provide starters/rangers?
Can Member owned carts be used?	Driving range & balls available?
Will Bag Attendants be available?	Can Bag Attendants accept tips?
Beverage/food cart available?	Will Club keep winner's list?
Wi-Fi available to EC's during event?	Special price - Lunch: Beer:

Course

Par 3's should be a maximum of 175 yards.	Please set "easier" pin positions.
Proximity Markers and/or measuring devices needed for CTP on par 3 holes.	
<u>Tee Times</u>	Starting at: Tee interval: OR: Shotgun Start at:
	What tees?
SMGA prefers: Regular Tees - Maximum of 6,200 yards Forward Tees - Maximum of 5,800 yards.	
----- Regular Tee -----	----- Forward Tee -----
Color/Name: Yardage	Color/Name: Yardage
Rating: Slope:	Rating: Slope:

Payment

Cart Fees Can be Paid By?	If Check - Payable To:
Prize Fees Can be Paid By?	If Check - Payable To:
Bag Attendants Fees Can be Paid By?	If Check - Payable To:
Member Pricing for Gift Merchandise?	
Gift Certificate Time Frame:	(Request 12 month from date of event.)

Comments:	

SMGA Event Chairman: _____	Date: _____
Host Club Professional: _____	Date: _____

Email to: Tournament Chair, Technology Chair, Technical Associates, Treasurer, President	Rev: 12-21
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