



## Tournament Coordinator Checklist

The staff at Sawmill Creek Golf Club would like to help you in organizing your golf outing. To make sure that you have all the details covered in a timely manner, we have included for you this tournament checklist and timeline.

### ***Approximately 4-6 Months In Advance:***

- Create a list of possible dates that you would like your event to be held on.
- Determine any food and beverage requirements you might need.
- Establish a Group and On-Site Contact to help coordinate your event.
- Call the Sawmill Creek Resort to secure selected date for your event.  
Be sure to have definite date, times, and a good approximation of the number of golfers.  
Resort Groups should call the Lodge sales department at 419-433-3800.  
Public Groups should call the Pro Shop staff at 419-433-3789.
- Sign and return contract(s) to host facility with deposit if necessary.
- Develop entry form or process to determine who will sign up and what the deadline will be. Also determine things like who needs rental clubs and such.

### ***Minimum 30 Days Or More In Advance:***

- Determine the form of payment in which you will be paying by and how many bills will need prepared. Normal forms of payment would be Hotel Master Bills, Direct Corporate Billing, Credit Card Payment, Cash/Money Order payment in full on outing day.
- Determine if any special merchandise, prize or gift certificate requests are needed.
- Determine Menus for food and beverage and communicate that with host facility.
- Remind your outing players of Sawmill Creek Golf Club's dress code and other policies.

### ***Minimum Seven Days Or More In Advance:***

- Approximately 7-10 days prior to your outing, a member of the Sawmill Creek Golf Staff will be calling you to secure the following critical information:
- Final count of golfers. Remember this is usually a guarantee!!
- Final food and beverage counts. (Also a guarantee).
- Fax a list of tee time pairings (who is playing with who).
- Confirm hole prizes (long drive/long putt/closest to pin/straightest drive).
- Confirm billing procedures.
- Confirm Rental Club numbers if your group has the need for them.
- Communicate to Sawmill Creek who will be in charge on-site as a representative of your company or organization. Try to meet with host facility representative before outing to go over final details.

### ***After the event:***

- Communicate with Sawmill Creek GC representative any comments/concerns you may have had with your event.
- Make plans with Sawmill Creek GC to secure reservations for next years outing.

*Remember our helpful professional staff is always ready to lend a helping hand if needed. The Golf Shop staff can be reached by calling 419-433-3789. They will be happy to answer any questions that you may have.*