



sherwood

GOLF & COUNTRY CLUB

TOURNAMENT CHECKLIST

Please fill out this form and return as soon as possible either by fax or email.
mike.masters@eden.travel or fax: 902.275.2067

Tournament name: _____

Date: _____

Number of players: _____

Number of Rental Sets: Mens R _____ Mens L _____ Ladies R _____
Ladies L _____

Time of arrival _____ shotgun start time _____

Do you require breakfast? Yes _____ No _____

If yes please comment in the notes

Do you require coffee and muffins at registration Yes _____ No _____

Do you require on course contests? Yes _____ No _____

Closest to hole _____

Hole # _____

Longest drive _____

Hole # _____

Most honest golfer _____

Other _____

Hole # _____

Other _____

Hole # _____

Other _____

Hole # _____

Other _____

Hole # _____

Do you require prizes from our shop? Yes _____ No _____

If yes, what interests you?

Prizes _____

Will you have Hole sponsors? Yes _____ No _____

If yes, which sponsor will be on which hole?

Sponsor: _____

Hole # _____

Hole # _____

If you have more than 2 sponsors, please attach a list

TOURNAMENT CHECKLIST CONTINUED

Do you require lunch? Yes_____ No_____

If yes, would you like a:

Canteen Service _____ Barbeque _____ Boxed Lunch _____

Do you require a mobile beverage cart? Yes_____ No_____

Would you like prepaid drink tickets? # per golfer_____ Yes_____ No_____

Do you require a meal after golf? Yes _____ No_____

Do you require wine with your meal? Yes _____ No_____

Approximately how many meals served? _____

Please include your meal selection and quantities

Appetizer _____ #_____

Entrée _____ #_____

Dessert _____ #_____

Chalet requirement? Yes_____

Accommodation #'s required _____

What will be paid for by the group and what will be paid for by the individual golfer?

Please indicate with either a "g" or an "i"

(g) = group (i) = individual

Canteen Service () Barbeque () Boxed Lunch ()

Mobile Beverage Cart () Carts () Meals () Hors d'oeuvres ()

Additional Comments or Requirements:

Signature: _____ Date: _____





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GOLF & COUNTRY CLUB

TO BE CONFIRMED 21 DAYS PRIOR

- Menu selection
- On-course billing for food & beverages
 - Alcohol requirements
- Specific Room set up for banquet
- Audio Visual
- Hole placements for sponsors
- On course sponsor requirements
- Competitions

➤ 14 DAYS PRIOR

- Set up requirements e.g
Registration, Auction

➤ 7 DAYS PRIOR

- Confirm guarantee number of golfers
- Confirm guarantee total number of dinner guests

➤ 24 HOURS PRIOR

- Storage provided for gift bags etc
- Deliver all course signs and materials

- Forward team list to Event Office

➤ TOURNAMENT DAY

- Registration tables placed and draped
- Sponsors shuttled to their holes
- Hole Sponsor set up on course
- Placing & removing of on course signage
- Carts staged with cart signs, scorecards, pencils, event rules
- Upon arrival guests greeted & directed to registration
- Official welcome to players with event & course rules by General Manager
- Players are guided to their starting holes
- Course marshaled throughout the day for golfers & sponsors
- Boxed lunches can be delivered directly to players
- On course food is provided to players for purchase from our Halfway House and beverage carts
- Sponsors are assisted and returned to their vehicles