



2008 Organizer Checklist

The following guide is to assist you with the success of your event.

- **Secure Your Date**
 - Sign Contract, Submit \$2500 Deposit
- **Design Your Event**
 - Team Scramble - recommended for groups which include non-golfers
 - Individual - takes approximately 1 hr longer to play than a scramble
- **Send Out Your Invitations - do this early!**
 - Include an RSVP deadline so that you can submit your guaranteed numbers on time.
- **Register Your Golfers**
 - Collect Fees, Determine Golfer Rental Needs and Playing Abilities (handicaps) - this will assist you in establishing teams.
- **Plan Course Contest**
 - i.e. Long Drive, Closets to the Pin
- **Determine Your Food & Beverage Requirements**
 - Banquet Breakfast/Lunch and Dinner Selections
 - On Course Beverage Holes - AGLC only permits 1 alcoholic beverage hole per 9 holes.
 - Note that there are specific AGLC laws regarding beverage holes that must be adhered to. Please inquire.
- **Purchase Your Prizing**
 - Meet with Event Manager & Head Golf Professional to place your corporate merchandise, tee gift and prizing options order.
 - Valley Ridge has extremely competitive prices and can provide quick quote for your prizing.





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Eight Weeks Prior

- Second Deposit
 - Equivalent to 50% of your green fees (including cart rentals and prize fund)
- Confirm Corporate Merchandise, Tee Gift & Prizing Options

Two Weeks Prior

- Final Deposit
 - Equivalent to the outstanding balance due of the food, beverage and green fees (including cart rentals and prize fund).
- Confirm ALL Food & Beverage
 - Finalize details/requirements with Event Manager
 - On Course (host, tickets, cash, etc.)
 - Menu Requirements (breakfast/lunch, dinner)
- Confirm Guaranteed Number of Golfers with our Head Golf Professional
- Determine Set-up Requirements
 - Registration: Indoor vs Outdoor, Number of Tables Required etc.
 - Prize Tables/Silent Auction: # of 8ft tables required.

Five Days Prior

- Confirm hole selection & material placements for hole sponsors
- Confirm your **final head count** for meals required
- Confirm prize fund allocation
- Confirm storage requirements (on site trailer must be pre approved)

Two Days Prior

- Confirm final # of golfers
 - Send your complete foursome list in Excel format (first & last name in separate columns. The accuracy of this is critical to the success of your event. **A template will be provided.**

