

# REMUDA GOLF COURSE

*"Tee Times  
Equal  
Good Times."*

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## ***Tournament Planning Checklist***

*At Remuda Golf Course we realize that organization and planning are crucial for a successful tournament.*

*To help ensure an exceptional experience we have created this Tournament Planning Checklist to guide you in planning your ideal tournament. We suggest following these steps and working closely with our Group Sales Administrator to guarantee an outstanding event.*

### ***One (1) year before to your tournament...***

- \_Select a qualified in-house Tournament Coordinator. Some helpful tools include; golf knowledge, an email account, and access to a fax machine.
- \_Book your tournament date and approximate number of players through the *Group Sales Administrator* at as early as possible to ensure a reservation.
- \_Make preliminary decisions for food and beverage service. (Note: Groups may not bring food or beverage onto premises without written permission.)
- \_Commit to a date and have the *Group Sales Administer* reserve it for you. Remuda's minimum requirement for booking an event is twenty-five (25) days before.
- \_If your tournament will be paid for by individual participant entry fees, collect this money well in advance to reduce the risk of financial obligation for "no-shows." Likewise, company sponsored events should have entry deadlines several weeks prior to the tournament day so that guaranteed numbers are not skewed. With an early entry deadline, you will find that participants enjoy the anticipation of the event!
- \_As players register for your tournament, survey the needs and playing capabilities of participants. Obtain handicaps if necessary, and determine rental equipment needs. As players register, please be sure to remind them of our more important policies, such as the "Dress Code" guidelines, "No Coolers" policy, and "Children's Age" policy.

- ❑ Determine the number of attendees not playing in the tournament and if they desire alternate activities, e.g., instructional clinics, putting tournament, casual golf play, etc.
- ❑ Determine details of food and beverage. Choose menus and time of service.
- ❑ Choose the type of tournament competition to be played. The vast majority of groups use the "Scramble" format to keep the competition fun and light and to keep the field moving. Please note that the competition format is subject to approval from management.
- ❑ Arrange for on-course contests such as; Longest Drive, Closest to the Pin, Whacky Drive, Straight Drive, Spot Shot, highest and lowest team score, least team putts, etc. A maximum of eight contests are permissible. Management must approve special contests in advance.
- ❑ Determine prize or gift certificate requirements for the tournament and arrange for their purchase.
- ❑ Specify master bill items. At your request, a group master bill can be set up at the clubhouse for such things as; rental clubs, food and beverage, etc. If no master bill is established, these items must be paid for individually.

**Four (4) days prior to the event,** make necessary adjustments or reconfirm the number of players expected. At this time you will be held to the guaranteed number of players and charged for this number or for the actual number of players, whichever is greatest.

**At least (72) hours in advance,** contact the Group Sales Administrator with your guaranteed number of golfers. You may send the player list via e-mail or fax. Your hole assignments, scorecards, and cart signs will be generated from this list. Tournaments with fewer than 124 players will be teed off in a "Modified Shotgun" order. Tournaments with fewer than 72 players will be teed off in consecutive tee times.

**At least (24) hours in advance,** advise the Group Sales Administrator of any cancellations or last minute changes.

**The day before the tournament,** a list of starting times, holes, and pairings will be available from the Golf Shop. This list will be posted on the tournament day.

**The day of the event,** final payment will be due in one lump payment unless alternate billing arrangements have been made.

