SNEWGA TOURNAMENT CHAIRWOMAN CHECKLIST

* Form a committee – include a SNEWGA delegate or Board member, if desired.
* Determine tournament format (for non-Majors) and if desired, a specific theme.
* Work with your Pro on reasonable greens fees, including cart, for the day.  See if discounts are available.
* Determine if a Shotgun or Tee times.
* Determine your maximum player field size by accounting for ‐ max number carts available, seating capacity of food venue, speed of play, any other events scheduled at course that day, etc.
* Check with restaurant for food costs for the day. Pricing must be all inclusive of tax, tips and fees.
* Decide on a menu – typically for Majors, buffets are best.  Although food is not required at Invitationals, if desired Bag/Box lunch work best.
* Tournament Entry fee = greens fees + cart fees + food + $7‐$10. Costs must be all inclusive.
* Work with Golf Genius Customer/Event Manager in creating pairings and creating/printing scorecards.  The GG manager will create these and forward them to you for your Pro to print out, along with cart signs & registration sheet (alphabetic list of players with starting hole assignments and/or tee times).
* Create Rule Sheet for the day. Send to TVP for approval.
* Organize volunteers for tournament day (greeters, registration, hole spotters).
* Work with SNEWGA Treasurer to determine tournament prize payouts.  Prizes for comparable place, both Gross and Net, should be paid the same (i.e., 1st Place Gross prize should be the same as 1st Place Net), along with the same number of places (i.e., if 1st, 2nd, and 3rd place are paid for Net, all 3 would also be paid for Gross)
* Determine if you have skill events (e.g., longest drive, closest to pin, etc.) and what prizes will be awarded, such as golf towels, Pro Shop credit, etc.  No skill prizes needed for Majors.
* Determine whether your prizes will be Pro Shop credit, or Amazon gift cards. If Pro Shop credit, ensure the Pro Shop will have ample supply of women’s clothing and other women’s gear.  Prizes awarded for golf winners cannot be cash.
* Determine where bag drop will be.  (Bag boys/girls?  Tip jar?).
* Complete Tournament Expense Report and return to both the SNEWGA TVP and Treasurer.

\*\*\* COMPLETE INSTRUCTIONS ON EACH OF THE ABOVE IS PROVIDED ON THE SNEWGA WEBSITE UNDER GUIDELINES & FORMS – click on the link for Tournament Guidelines in the list near the top of the page.

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