



FORE GREEN GOLF LLC TOURNAMENT PLANNING WORKSHEET

Tournament / Organization
Main Contact Name :
Main Contact Phone :
Main Contact Email :
Tournament Date:
Golf Course:
Golf Course Contact:

Accountability Matrix

Tournament Chairperson - Owns the Tournament - "final call"
 Marketing Mgr - Focused on Marketing
 Planning Director - Tactical Function
 Event Committee - Group of support players.

9 months prior to event			
Task	Who	Due Date	Status
Set Tournament Objectives Charitable / Profit / Marketing / Customer Relations	Chairperson		
Discuss Theme Plan if any	Chairperson		
Discuss player number objective	Chairperson		
Discuss Course Preference or Green Fee price goal	Chairperson		
Discuss Event Committee Plan	Chairperson		
Determine 501(c)3 Charitable Status	Chairperson		

6 months prior to event			
Task	Who	Due Date	Status
Set Event Date and Timeline	Event Committee		
Preliminary Budget	Chairperson		
Develop Project Plan	Chairperson		
Golf Tournament Website	Marketing		
Solicit Potential Sponsors	Marketing		
Mailing to Potential Sponsors	Planning Director		
Perform Site Inspections	Planning Director		
Solicit and Evaluate Course Proposals	Planning Director		
Book Golf Course	Planning Director		
Set up Accounting Process	Chairperson		
Identify Celebrities if part of program	Planning Director		
Volunteer Job List Planning	Director		

4 months prior to event			
Task	Who	Due Date	Status
Establish Player Method of Payment	Chairperson		
Sign Course Contract	Chairperson		
Prepare Invitees List / Set Up data base!	Marketing		
Design Logo	Marketing		
Finalize Tournament Format	Event Committee		
Mail Save the Date Postcards	Marketing		
Hole in One Insurance	Chairperson		
Set up Master Account	Planning Director		
Draft Invitation to Invitees	Marketing		
Select and Order Awards	Marketing		
Finalize Volunteer Committee	Planning Director		

90 Days prior to event			
Task	Who	Due Date	Status
Establish Auction - if required	Event Committee		
Establish Raffle Plan - if required	Event Committee		
Signage Plan for Sponsors and Tournament	Marketing		
Press Release	Marketing		
Finalize Budget	Chairperson		
Advertising / Marketing Plan	Marketing		
Select Food/ Beverage	Planning Director		

30 days prior to event			
Task	Who	Due Date	Status
Prepare Registration List	Planning Director		
Publish Registration Cut-Off	Planning Director		
Finalize Sponsors	Chairperson		
Finalize Rules and Agenda	Planning Director		
Order All tournament products for event and goodie bag	Planning Director		
Photographer	Planning Director		
Plan Aid Stations	Planning Director		
Compile Dietary Restrictions	Planning Director		

21 days prior to event			
Task	Who	Due Date	Status
Confirm Sponsorships and all products on order.	Planning Director		
Send Confirmation Notices	Marketing		
Revise Pairings	Chairperson		
Finalize Food/Beverage	Planning Director		
Determine who is Emcee of event	Chairperson		

14 days prior to event			
Task	Who	Due Date	Status
Complete Registration	Planning Director		
Draft Pairings	Planning Director		
Write Emcee's Script	Chairperson		
Finalize all Course Arrangements	Planning Director		
Hole in 1 Guarantee Due	Chairperson		
Confirm Celebrities if planned	Planning Director		
Print Instructional Signs - Parking, Registration etc.	Marketing		
Print All other colateral material (Mulligens Tickets, Raffle etc.)	Marketing		

SAMPLE ONLY

7 days prior to event			
Task	Who	Due Date	Status
Meeting with Course Management	Event Committee		
Prepare Golf Gift Bags	Event Committee		
Pairings Due	Chairperson		
Finalize pairings	Planning Director		
Cash Drawer	Chairperson		
Credit Cards at Course	Chairperson		
Reserve 2-Way Radios	Planning Director		
All Signs in house	Marketing		
Confirm Tournament Food and Beverage	Planning Director		
Layout "Awards" room plan	Planning Director		

Tournament Day			
Task	Who	Due Date	Status
Event Day Set Up - <i>See event day task list!</i>	Event Committee		
Deliver Materials to Course	Planning Director		
Registration Set Up	Chairperson		
Setup Insured Contests	Planning Director		
Set Up Instructional Signs - Parking, Registration etc.	Marketing		
Coordinate Food and Beverage	Planning Director		

After The Tournament			
Task	Who	Due Date	Status
Evaluate	Event Committee		
Reconcile Invoices	Chairperson		
Deliver Awards	Planning Director		
Finalize Budget Summary	Chairperson		
Send Thank-You's	Marketing		
Hold Volunteer Party	Chairperson		
Final Results & Tournament Critique. What worked/ what should we change for next year.			
Update Website	Marketing		
Send out Press Release to trade publications	Marketing		