

### SMGA EVENT CHAIR CHECK LIST

Event #:		Date(s):		Handicap %:		Players (Max):	
Host Club:	Course:						
Pro Responsible for Event:							
Event Format:							

#### Pre-Tournament - Send Score Card With Completed Form

- Club will notify Security (If Pass required)	- SMGA will not pay for No-Shows
- SMGA will provide pairings 3 days prior to event	- No unapproved outside solicitations permitted.
Does Club have Golf Genius software?	
Email address of person running Golf Genius software	
Will Club prepare scorecards using Golf Genius?	
Or will club print scorecards from a file sent by SMGA?	
Will Club provide Rule Sheet / Local Rules for event?	
Will Club to provide Golf Certificates for 2 Players With Carts as CTPs prizes?	

#### PLEASE ASK PRO IF CLUB WILL DONATE A FOURSOME OF GOLF FOR SMGA ANNUAL MEETING

Most recent aeration date:		Course Conditions:	
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#### Tournament Day

Will Club set up scoreboard?		Club provide starters/rangers?	
Can Member owned carts be used?		Driving range & balls available?	
Will Bag Attendants be available?		Can Bag Attendants accept tips?	
Beverage/food cart available?		Will Club keep winner's list?	
Wi-Fi available to EC's during event?		Special price - Lunch:	Beer:

#### Course

Par 3's should be a <b>maximum</b> of 175 yards.				Please set "easier" pin positions.			
Proximity Markers and/or measuring devices needed for CTP on par 3 holes.							
Tee Times	Starting at:		Tee interval:		OR:	Shotgun Start at:	
	What tees?						
SMGA prefers: Regular Tees - Maximum of 6,200 yards Forward Tees - Maximum of 5,800 yards.							
----- Regular Tee -----				----- Forward Tee -----			
Color/Name:		Yardage		Color/Name:		Yardage	
Rating:		Slope:		Rating:		Slope:	

#### Payment

Cart Fees Can be Paid By?		If Check - Payable To:	
Prize Fees Can be Paid By?		If Check - Payable To:	
Bag Attendants Fees [\$     ] Paid By?		If Check - Payable To:	
Member Pricing for Gift Merchandise?			
Gift Certificate Time Frame:		(Request 12 month from date of event.)	

#### Comments:

Rate:	Green Fee	Cart	Range Balls	Sales Tax	Credit Card Fee	Other

SMGA Event Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Host Club Professional: \_\_\_\_\_ Date: \_\_\_\_\_

Email to: Tournament Chair, Technology Chair, Technical Associates, Treasurer, President | Rev: 7-24

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