

Beaver Dam Golf Course "Tournament Checklist"

		<u>When?</u>	<u>Done</u>
1	<i>Book date, reserve tee times, tentative # of players</i>	<i>Asap</i>	
2	<i>Pay \$200 deposit</i>	<i>At time of booking</i>	
3	<i>Advise Beaver Dam GC if having meal. How many? Incl. Volunteers</i>	<i>At time of booking</i>	
4	<i>Advise Beaver Dam GC if you want them to BBQ (\$100)</i>	<i>At time of booking</i>	
5	<i>Confirm final number of players and meals, to Beaver Dam GC</i>	<i>2 weeks prior</i>	
6	<i>Make payment, in full, to Beaver Dam GC</i>	<i>2 weeks prior</i>	
7	<i>Return signed "Tournament Policy" to Beaver Dam GC</i>	<i>2 weeks prior</i>	
8	<i>Advise Beaver Dam GC of any hole proximity markers needed</i>	<i>1 week prior</i>	
9	<i>Advise Beaver Dam GC of any tables, chairs etc. Needed</i>	<i>1 week prior</i>	
10	<i>Submit player list and pairings to Beaver Dam GC</i>	<i>4 days prior</i>	
11	<i>Advise Beaver Dam GC of prize split, gift certs. Or shopping</i>	<i>3 days prior</i>	
12	<i>Reconfirm all of the above</i>	<i>3 days prior</i>	
13	<i>Show up early to greet and register players, advise them all of policy</i>	<i>Day of</i>	
14	<i>MANDATORY: Have fun and enjoy your day!!!!!!!!!!!!</i>	<i>Day of</i>	

For all Tournaments contact: Steve Garside, General Manager (403) 946-5200