

# GOLF TOURNAMENT CONVENOR CHECKLIST

## **Secure Your Date**

Contact Samantha Bergeron to confirm availability of the date you would like to host your event on. The Barrie Country Club is a private member club, and as such, its rules, regulations and policies must be observed and respected. You will be forwarded a copy of the contract. Please return this signed contract, along with your non-refundable deposit to secure the date, golf course and dinner facilities.

## **Registration, Gifts/ Prizes**

Allow Barrie Country Club's expert team assist you with your event prizing and welcome or registration gifts. Bill Wogden, Head Professional, heads up our Corporate Merchandise sales and is always available to meet with you to discuss your needs.

## **Format & Contest**

Our Pro Shop team will discuss with you the format of play for the day as well as on-course contests, or special events that will greatly enhance your day.

## **Review The Menu**

Samantha will guide you through the menu to be sure all of your hospitality needs are looked after for the entire day. Revisions to the menu are due 20 days prior to your event.

## **Deliveries to The Barrie Country Club**

Promotional product for the event may be delivered to the club on the Friday prior to your event. All requests for on-course promotions, which may include complimentary food or beverage or other items, must be directed to the Function Coordinator and approved by the General Manager in advance. Any activities which have not been requested and approved in advance will not be permitted.

## **Finalize The Numbers**

Number for the golf and dinner must be confirmed 7 days in advance of your event.

## **Golfers List**

Please forward your complete foursome list in excel format (with first and last names in separate columns) 2 days prior to your event. The accuracy of this is critical to the success of your event and allows the Barrie Country Club to provide the best possible guest experience.

