



Tournament Coordinator's Checklist

First Things First

- Choose the date of your event.
- Assess your food & beverage needs.
- Estimate the number of players expected.
- A signed contract & a deposit are due immediately to secure the date.

6 to 8 Weeks Prior To Your Event

- Assess your merchandise needs for:
 - Tee gifts & tournament prizes (clothing, golf balls, hats, markers, divot repair tools or any ideas you might have) we will give you a quote on selected items. Please also note that merchandise that will require custom logos will take approximately 4-6 weeks to be delivered.
 - Staff and volunteer needs.
- Order banners and/or holes sponsorship signs.
- Order hole-in-one insurance if needed.
- Keep us updated on estimated number of players.

4 Week Prior To Your Event

- Choose your menu and finalize all of your needs with our food & beverage department.

3 Weeks Prior To The Event

- Provide all the information in regards to the different contest (closest to the pin, long drive or any special request).
- Special needs for sponsors or volunteers.
- Needs for registration of the participants (# of tables, location, etc.).

- Gift Certificate needs.

10 Days Prior To Your Event

- Confirmation of the amount of player that will be participating.
- Confirmation of the amount of people attending dinner.

3 Days Prior To Your Event

- Send a player listing/pairings sheet to the course by e-mail. An excel spreadsheet is the preferred method for player listings. For shot gun tournaments, a list of the teams and a list of the player's family name in alphabetical order are required to produce the bag tags that will be attached to the guest bag at the drop area.
- Communicate any changes or questions you may have.
- Final payment due to the course to hold tee times and for the food & beverage department.
- Final player count due along with the final number of people attending all the food related activities.

Day Of Your Event

- Deliver any signs, banners, prizes or hole-in-one cars that need to be pre-staged.
- Allow ½ hour prior to your start for registration for every 40 players (e.g. 2 hours for 140 players, 1 hour for 80 players).
- Communicate any last minute changes to the golf course host professional.

During Your Event

- Relax and have fun!

After Your Event

- Remember to pick up any banners or signs & to book next year's event.

To book a group outing or tournament at Le Sorcier, please contact our general manager Guy Beaulieu at 819-669-9797 or e-mail him your request at the following address; gbeaulieu@golflesorcier.com