



Member Tournament Set Up Request Form

This form serves as a list of expectations for the Golf Shop Staff

To Be completed by Pro Shop & Tournament Coordinator TOGETHER

Group Sponsoring Tournament:

Point Person/Contact:

Tournament Name:

Tournament Date(s):

Tournament Format:

Entry Fee (if applicable):

How Billed:

Advertising:

Scorecards:

Rules Sheet:

Tees:

On Course Contests:

CPs, LDs, Accuracy, etc.

Course set up needs:

Lines, Circles, etc.

Scoreboards:

Prizes / Payout / TIES (be specific):

Awards Ceremony: YES / NO Details:

Tournament Results to:

Event Contact Signature & Date

Golf Staff Signature & Date