

CHECK LIST FOR OUTING COORDINATOR

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| _____ SELECT DATE AND TIME FOR EVENT | STARTING DECEMBER 15TH |
| _____ MAIL SIGNED CONTRACT AND DEPOSIT | 10 DAYS AFTER BOOKING |
| _____ CHOOSE MENU AND FOOD SERVICES | UP TO 30 DAYS PRIOR |
| _____ ADVERTISE TOURNAMENT TO RECRUIT PARTICIPANTS – DEADLINE SHOULD BE 30 DAYS PRIOR TO EVENT <small>(Include information regarding Poquoy Brook’s policies)</small> | 6 MONTHS TO 60 DAYS PRIOR |
| _____ ORDER SPECIAL OR LOGOED MERCHANDISE | 45 DAYS PRIOR |
| _____ 30 DAY ASSESSMENT CHECK _____ \$RAISED FROM SPONSORS _____ PRIZES FOR RAFFLES-DONATIONS _____ # PEOPLE REGISTERED & PAID _____ DO YOU EXPECT MORE? CALL THOSE WHO HAVE NOT RESPONDED | 30 DAYS PRIOR |
| _____ FINAL COUNT FOR PLAYERS AND FOOD | 10 DAYS PRIOR |
| _____ PAYMENT DUE IN FULL FOR EVENT | 7 DAYS PRIOR |
| _____ PAIRINGS DUE AT PRO SHOP | 7 DAYS PRIOR |
| _____ CONFIRM ANY LAST MINUTE DETAILS | 2 DAYS PRIOR |
| _____ SPONSOR SIGNS DELIVERED PRO SHOP | 1-3 DAYS PRIOR |
| _____ REGISTER PLAYERS AND GIVE AWAY PACKETS | DAY OF |

WE AT POQUOY BROOK HOPE THIS CHECK LIST WILL ASSIST YOU IN RUNNING YOUR EVENT MORE EFFICIENTLY AND ENSURING YOU ENJOY YOUR DAY.