GOLF STRETCH™ ACADEMY

FREE PLANNING TOOL

THE ULTIMATE GOLF TOURNAMENT CHECKLIST

A one-page guide for charity and corporate golf tournament organizers, from first idea to final thank-you.

1. PLANNING

9-12 MONTHS OUT

- [ ] Set goals: funds to raise, players, sponsor exposure
- [ ] Pick a date that avoids holidays and rival events
- [ ] Build a committee with an owner for each area
- [ ] Set a budget with a 10% buffer; check insurance and permits

2. COURSE COORDINATION

8-10 MONTHS OUT

- [ ] Hold the date and sign the tournament agreement
- [ ] Confirm what is included: fees, carts, food, range balls
- [ ] Agree on start type, tee times, and field size
- [ ] Walk the course to plan signage, contests, and check-in

3. SPONSORSHIPS

6-9 MONTHS OUT

- [ ] Create tiers: title, hole, cart, meal, activation
- [ ] List exactly what each tier receives
- [ ] Start with past supporters and local businesses
- [ ] Collect print-ready logos before signage deadlines

4. REGISTRATION & PLAYERS

3-6 MONTHS OUT

- [ ] Set up online registration with shirt sizes and diet needs
- [ ] Offer singles, foursomes, and add-ons like mulligans
- [ ] Send reminders and track payments
- [ ] Set a final headcount date a week out; build pairings

5. VENDORS & ACTIVATIONS

2-4 MONTHS OUT

- [ ] Book food, drinks, prizes, photographer, and AV
- [ ] Plan contests: closest to the pin, long drive, putting
- [ ] Reserve player experiences early, such as a warm-up or stretching station
- [ ] Confirm setup times, space, and insurance with each vendor

6. EVENT DAY

DAY OF

- [ ] Arrive early; walk the course, signage, and check-in
- [ ] Open check-in 60 to 90 minutes before the start
- [ ] Brief volunteers with a one-page run of show
- [ ] Hold a short player meeting: rules, contests, weather plan

7. POST-EVENT FOLLOW-UP

1-4 WEEKS AFTER

- [ ] Thank players, sponsors, and volunteers within 48 hours
- [ ] Post photos and results; tag your sponsors
- [ ] Reconcile the budget and pay every vendor
- [ ] Send sponsors a recap; hold next year's date

NOTES

WRITE OR TYPE YOUR OWN