



Tournament Coordinator's Guide

JUST BEGINNING

- First step, contact your Oki Golf Tournament Specialist.
- Choose a date of play.
- Decide where you'd like to play.
- Determine the likely number of participants.
- Confirm the contract to reserve your date.
- Contact potential sponsors, arrange advertising, plan promotional campaign.
- Send out your "Save the Date" notices to your guests.

TWO MONTHS OUT

- Address food & beverage / banquet space needs.
- Order tee and contest prizes.
- Order banners and hole sponsor signs.
- Finalize tournament contests (i.e. KP, Long Drive, Hole-In-One, etc.).
- Address staff and volunteer needs.
- Update number of participants.

ONE MONTH OUT

- Choose your menu.*

**Please contact your catering manager regarding restrictions on donated product.*

TWO WEEKS OUT

- Send pairings to the golf course
- Choose a competition format (i.e. Stroke Play, Best Ball, Scramble, etc.).
- Plan placement of banners and sponsor signs.
- Finalize prize fund.
- Review all details with your tournament specialist.

THREE DAYS OUT

- Confirm changes to player list.

ONE DAY OUT

- Bring/send any banners or signs to golf course for set-up.

DAY OF THE TOURNAMENT

Relax...the hard part is done! The facility staff will be right there with you on tournament day to help with any last minute needs. Enjoy the tournament you have worked so hard on!

EVENT CLOSING

- Collect any unused items and prizes.
- Collect all banners and signs.
- Fill out Oki Golf Event Satisfaction Survey.
- Reserve your event date for next year!!!

Contact a Tournament Specialist:

Director of Sales -	Rich Strauss
Tournament Sales -	Jake Iwen
	Ryan Farago
	Heather Moore

Phone -	877.GOLF.OKI
Internet -	www.okigolf.com*

**For tournament and special event coordinators, www.okigolf.com is a great idea generator. There are suggestions on how to get started, facility tours and ways to contact our team of experienced event professionals.*

Oki Golf Properties:

The Golf Club at Newcastle, Newcastle, WA
Washington National Golf Club, Auburn, WA
The Golf Club at Redmond Ridge, Redmond, WA
Trophy Lake Golf & Casting, Port Orchard, WA
Harbour Pointe Golf Club, Mukilteo, WA
The Golf Club at Echo Falls, Snohomish, WA
The Golf Club at Hawks Prairie, Lacey, WA
The Plateau Club, Sammamish, WA
Indian Summer Golf & Country Club, Olympia WA