If you are to be a host for one of the Mid-Atlantic meetings here are some tips that may help you in planning for the meeting.

**With your Golf Professional —**
- Date of meeting.
- Time of golfers arrival.
- How many players expected?
- Will caddies be available?
- How many golf carts will be needed?

Arrange with pro shop:
- Register players
- Collect money
- Figure and chart scorecards
- Negotiate prizes

**With Clubhouse Manager —**
- Date of meeting.
- Will lunch be available.
- Will signing privileges be allowed, if not, cash, script, or whatever.
- Price of dinner, including tax and gratuities.
- Number expected for dinner.
- What percent allowance on number estimated for dinner.
- Plan menu early in advance of meeting.
- Anyone playing golf will be expected to stay for dinner.
- Head table facing membership to provide enough seats for Mid-Atlantic officers (3) speaker (1) and for guests of host.
- Provide for small table next to head table for use by the tournament chairman.
- Projector, screen, and PA system for speaker, if needed.

**With Newsletter Editor —**
- Provide background information on yourself and points of interest about your golf course.
- Provide directions to club (if not easy to follow, draw map to accompany directions).
- Indicate — When golf course open.
  - Caddies and cars available.
  - Lunch available and where, signing privileges allowed?
  - Time of cocktail hour and dinner.
  - Name of speaker and his topic.

**The newsletter information is needed a full month in advance of your meeting.**

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