

# Check List for Host Superintendents



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 caddys 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 Locker Room Attendant —

- Date of meeting.
- Will lockers be available?
- Towels, showers, shoe shine, etc.

### 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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