**OIWGA Tournament Committee Guidelines**

Have a meeting 2 months prior to the tournament. Invite a member of the social committee to your meetings.

Follow guidelines from previous years and do an estimated expense sheet so you can set your tournament cost and try to stay within budget.

Confirm date with Golf Manager and negotiate golf cost for non club members. He will run the tournament and hand out the awards. Decide what game you wish to play and Golf Manager will handle the details.

Give date to Restaurant Manager and set up menu with the chef. Confirm price, including tax, tips, and soft drink.

Ask Bar Manager for drink specials on wine and drafts.

Develop a theme.

Set tournament price. In the price include cost of golf fee (depending on status of player - trail/life/member/guest), lunch, breakfast, favors, goodie bags, cocktail party, prize money, decorations, tips, etc...

Print a signup sheet and post in the pro shop 4 weeks prior to the event.

Decide on golf categories and prizes.

Try to balance the cost of the tournament to equal what you charge. You can sell mulligans and/or run a 50/50 raffle to help balance out. You may decide to have a 50/50 raffle for a charity. Be clear at the event where 50% of the raffle goes; donating to a charity or offsetting tournament expenses.

Afterwards give treasurer your receipts and the itemized financial report sheet. Put a copy of the financial report in the committee folder/notebook along with any info that will help the committee next year.

Remember not to stress out and have fun!

*July 2021*