

Tournament Check List

1. Set Up Arrival Time _____
 2. Registration Tables Yes _____ No _____ Number _____
 3. Registration Chairs Yes _____ No _____ Number _____
 4. Goodie Bag Tables Yes _____ No _____ Number _____
 5. Sponsor Signs Yes _____ No _____ Need to be put on course by IMG staff Yes _____ No _____
(Please deliver assembled and marked, 3 days prior to event)
 6. Non Player Carts: Yes _____ No _____ Number _____
 7. Rented Carts: Yes _____ Number _____
(Club fleet of 80 carts. If additional carts are required, rental carts are available and priced according to contract terms.)
 8. Rule Sheet: Group _____ Club _____
 9. Closest to the Pin: Yes _____ No _____
 10. Closest to the Line: Yes _____ No _____
 11. Longest Drive Yes _____ No _____
 12. Hole in One: Yes _____ No _____
 13. Special Prize _____
 14. Special Game: _____
 15. Gift Certificates Needed Yes _____ No _____
 16. Course Beverages: Yes _____ No _____ Volunteer _____ Staff _____
Coolers _____ Sponsored By: _____
 17. Menu Choice: _____
 18. Non Golfer Meals Needed: Yes _____ No _____ Number _____
 19. Evening Bar: Yes _____ No _____ Sponsored By: _____
 20. Auction Yes _____ Silent _____ Live _____ No _____
 21. Microphone Yes _____ No _____
 22. Podium Yes _____ No _____
 23. Prize Table Yes _____ No _____
 24. Flag Yes _____ No _____
 25. Easels Yes _____ No _____
 26. Tax Exempt Yes _____ No _____
 27. Table Flags Yes _____ No _____
- Comments _____

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