



# TOURNAMENT CHECKLIST - BANDITS

PLAYERS - \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ SHOTGUN / TT  
 FORMAT: \_\_\_\_\_ GOLF COURSE: \_\_\_\_\_

## TOURNAMENT PREPARATION CHECK LIST

### Pre Preparation

- |   | Name/Time      |
|---|----------------|
| ❖ BANDITS REMINDER EMAIL  | _____/THURS PM |
| ○ INCLUDE FORMAT, UPCOMING EVENTS                                     |                |
| ○ INCLUDE LIST OF PEOPLE ALREADY SIGNED UP                            |                |
| ○ TIME FORMAT COURSE DATE   |                |
| ○ USE EMAIL DRAFT TEMPLATE  |                |
| ❖ BANDITS REMINDER EMAIL PART 2                                       | _____/SAT PM   |
| ○ INCLUDE FORMAT, UPCOMING EVENTS                                     |                |
| ○ INCLUDE LIST OF PEOPLE ALREADY SIGNED UP                            |                |
| ○ TIME FORMAT COURSE DATE   |                |
| ○ USE EMAIL DRAFT TEMPLATE  |                |
| ❖ DINNER COUNT TO F&B   | _____/SUN PM   |
| ○ YVES, JAMIE, KIRK, TAYLOR, MARK, BRAD, ESTEVES, RON,<br>CHEF, DETAR |                |
| ❖ PAIRINGS / ALPHA / GOLF GENIUS SETUP                                | _____/SUN PM   |
| ❖ WEEKLY DOCUMENTS IN FOLDER  | _____/SUN PM   |
| ○ SCORECARD BACKS   |                |
| ○ PROXIES   |                |
| ○ RESULTS SHEET TEMPLATE  |                |
| ❖ BANDITS PAIRING EMAIL   | _____/SUN PM   |
| ○ INCLUDE FORMAT, PAIRINGS, ROSTER FOR THE WEEK                       |                |
| ❖ DETERMINE PAYOUTS   | _____/SUN PM   |
| ○ FROM ANNUAL FEE BUDGET  |                |
| ❖ PRINT SCORECARD BACKS; PROXIES                                      | _____/SUN PM   |
| ❖ BLOCK TEE SHEET FOR BANDITS/BANDITAS                                | _____/TUES AM  |
| ❖ MAKE OVERNIGHT CHANGES  | _____/TUES AM  |
| ❖ ALPHAS THROUGHOUT OPERATION   | _____/TUES AM  |
| ○ BOB IN SHOP   |                |
| ○ STEVE AT VALET  |                |
| ○ OUTSIDE OPS MULTIPLE COPIES   |                |
| ❖ SEE ACCOUNTING GET CASH FOR DAILY PRIZES                            | _____/TUES AM  |
| ○ MAKE ENVELOPES FOR PLACE WINNERS                                    |                |
| ❖ CHECK HANDICAPS   | _____/TUES AM  |
| ○ CDGA HANDICAP REPORTS   |                |
| ❖ PRINT SCORECARDS  | _____/TUES AM  |
| ❖ PRINT OFF STUFF FOR CLIPBOARD                                       | _____/12:00pm  |
| ○ ANNOUNCEMENTS, ALPHA, FORM FOR TEE GIFTS/SKINS                      |                |
| ❖ CARTS STAGED BAGS LOADED  | _____/1:00pm   |
| ❖ SEND BANDITAS AND BANDITS LIST TO F&B                               | _____/2:00pm   |
| ❖ CONFIRM TEE ASSIGNMENTS WITH MEMBERS                                | _____/3:30pm   |
| ❖ PUT PROXIES OUT   | _____/3:30pm   |
| ❖ SCORECARDS HANDED OUT   | _____/4:00pm   |
| ❖ COLLECT SKINS MONEY   | _____/4:00pm   |
| ○ COLLECT \$10 SKINS COVERS GROSS & NET                               |                |
| ○ FRONT OF THE SHOP   |                |

- ❖ TEE GIFTS \_\_\_\_\_/4:00pm
  - GIVE OUT TO EVERYONE AS THEY PARTICIPATE
  - FIRESALE OLD TEE GIFTS
- ❖ ORGANIZE STAGING AREA \_\_\_\_\_/4:00pm
- ❖ ANNOUNCEMENTS, IF NECESSARY, MEGAPHONE \_\_\_\_\_/4:50pm

### **During Play Preparation**

- ❖ DRIVE THE COURSE \_\_\_\_\_/5:00pm
  - DETERMINE WHO IS WALKING, RIDING, CADDY
  - PUSH THROUGH TEE SHEET
- ❖ HIGHLIGHT LIST OF NEW BANDITS \_\_\_\_\_/5:15pm
- ❖ MARSHALL PACE \_\_\_\_\_/5:30pm
- ❖ SEND F&B PLAYERS PLAYING \_\_\_\_\_/5:40pm
  - FOR BILLING WITH “NO DINNERS”
  - YVES, JAMIE, KIRK, TAYLOR, MARK, BRAD, ESTEVES, RON, CHEF, DETAR
- ❖ UPDATE ROUNDS YTD COMPARISON \_\_\_\_\_/6:00pm
  - USE 2017, 2018, 2019 COMPARED TO 2020 BANDITS ROSTER FILE
- ❖ NEXT WEEK TEE SHEET \_\_\_\_\_/6:00pm
  - BLOCK FOR OTHER NINE REGULAR PLAY
- ❖ SPEAKER SYSTEM IN CLUBHOUSE \_\_\_\_\_/6:30pm
  - FOR RESULTS AT DINNER
  - HAVE IT SETUP ON THE BEO
- ❖ MAKE ENVELOPES FOR SKINS \_\_\_\_\_/6:30pm
  - FOR RESULTS AT DINNER
  - USE PUBLISHER DOCUMENT
- ❖ SEND TEXT TO GROUP FOR PACE OF PLAY \_\_\_\_\_/6:30pm
  - 2 HOLES LEFT
- ❖ CLOSE GOLF SHOP \_\_\_\_\_/7:00pm

### **Post Tournament Wrap-up**

- ❖ COLLECT SCORECARDS AS THEY COME IN \_\_\_\_\_/7:00pm
- ❖ GET PROXIES OFF OF THE COURSE \_\_\_\_\_/7:30pm
  - TRY TO HAVE PROXIES BROUGHT IN BY MEMBERS
- ❖ INPUT SCORES TO GOLF GENIUS AND GET RESULTS \_\_\_\_\_/7:00pm
  - SKINS & WEEKLY WINNERS
- ❖ RESULT SHEET FOR DINNER \_\_\_\_\_/7:30pm
  - TIES BROKEN BEGIN WITH HOLE 9 AND MOVE BACKWARDS
- ❖ CASH PRIZES 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> PLACE WEEKLY \_\_\_\_\_/7:30pm
  - UNLESS 2 COMPETITIONS 1<sup>st</sup> & 2<sup>nd</sup> EACH COMPETITION
- ❖ SKINS MONEY GIVEN AWAY AT DINNER \_\_\_\_\_/8:00pm
- ❖ PRESENT RESULTS TO BANDITS AT DINNER \_\_\_\_\_/8:00pm
- ❖ CTH PRIZES GOLF BALLS \_\_\_\_\_/8:30pm
  - DOZEN IF YOU MAKE BIRDIE PRO V1S / CHROMESOFTS
  - 2 SLEEVES IF YOU MAKE PAR PRO V1S / CHROMESOFTS
  - PINK BALLS FOR 3 PUTT
- ❖ POST SCORES IF POSTABLE ROUND \_\_\_\_\_/9:00pm
  - CARDS IN BIN FILING CABINET
- ❖ UPDATE BANDITS SEASON POINTS STANDINGS \_\_\_\_\_/9:00pm
  - ADD ANY NEW BANDITS
- ❖ UPDATE ANNUAL FEE BUDGET \_\_\_\_\_/9:00pm
  - CHARGE NEW MEMBERS BANDITS FEE

- UPDATE ANNUAL FEE BUDGET WITH NEW MEMBER
- CTH PRIZES GOLF BALLS
- ❖ RESULT SHEET EMAIL \_\_\_\_\_/WED AM
  - NEXT WEEK'S FORMAT CONFIRM WITH GRIGGS/BROWARK
  - UPCOMING INFORMATION
  - SEASON POINTS STANDINGS ALL OF THEM
  - ATTACH RESULTS SHEET
  - USE EMAIL DRAFT TEMPLATE
- ❖ CTH BALLS INVENTORY ADJUSTMENT \_\_\_\_\_/WED AM
  - LAST BANDITS OF THE MONTH
  - SEND MONTHLY TOTALS TO DANIELLE