

Tournament checklist

A practical checklist for planning a charity golf tournament from first meeting to wrap-up.

Field note: The checklist is not about perfection. It is about making sure the same five questions do not get re-answered by six different people.

Foundation

- | | | |
|--|--------------|------|
| <input type="checkbox"/> Confirm date, course, beneficiary, and format | Owner: _____ | Done |
| <input type="checkbox"/> Name the event lead and finance owner | Owner: _____ | Done |
| <input type="checkbox"/> Create one event link | Owner: _____ | Done |
| <input type="checkbox"/> Set a fundraising target | Owner: _____ | Done |

Promotion and registration

- | | | |
|---|--------------|------|
| <input type="checkbox"/> Publish packages | Owner: _____ | Done |
| <input type="checkbox"/> Open registration | Owner: _____ | Done |
| <input type="checkbox"/> Collect sponsor logos | Owner: _____ | Done |
| <input type="checkbox"/> Track teams and player details | Owner: _____ | Done |

Event week

- | | | |
|--|--------------|------|
| <input type="checkbox"/> Finalize roster | Owner: _____ | Done |
| <input type="checkbox"/> Assign teams and starts | Owner: _____ | Done |
| <input type="checkbox"/> Print QR and check-in materials | Owner: _____ | Done |
| <input type="checkbox"/> Brief volunteers | Owner: _____ | Done |

After the event

<input type="checkbox"/> Confirm winners	Owner: _____	Done
<input type="checkbox"/> Thank sponsors and volunteers	Owner: _____	Done
<input type="checkbox"/> Report funds raised	Owner: _____	Done
<input type="checkbox"/> Capture next-year notes	Owner: _____	Done

What repeat organizers remember

- Write down the owner for every important task.
- Create one public link before every detail is perfect.
- Plan sponsor thanks and reporting before event day.

Tip: add owner names and dates before sending this to your committee. A checklist becomes useful when someone is responsible for each line.