

Outing Checklist

Things to ask the outing group...

- How many golfers?
- What is the planned format? (usually it is a scramble)
- What is the planned shotgun time?
- Are they planning any golf course contests? If so, what are they and what holes? For example, Closest to Pin, Longest Drive, Hole-in-One, etc. Hole in one contests typically require a minimum yardage and once the outing tells us what to set that yardage at, I tell our grounds crew. The hole in one contest also typically require a witness watching the golfers' attempts. The outing group is responsible for staffing this witness for the day. They may need a table or chair.
- What are their pairings and hole assignments? We request this information 5 days in advance.
- Do they have special course signage that needs to be displayed in the form of banners or hole sponsor signs? If they do, we request that they drop these items off no later than the day before the event so that we may put them out in the morning of their event.
- What is their food & beverage needs? We request this information 2 weeks in advance. Do they want beverage stations on the course?
- What are their registration area needs? We typically set up 2 eight foot tables with chairs by the bag drop area for their check in. The outing is responsible for staffing their registration table. We staff the bag drop area.
- Do they need prize tables set up?

Huntmore typically provides for the outing group...

- USGA rules sheet
- Contest signs on the course (longest drive, closest to pin, etc.)
- Cart signs
- Score cards
- Score sheets (our golf pro typically writes the teams score on a large score sheet for the entire outing to view)