

TOURNAMENT WORK ASSIGNMENTS	HOST	HOST	HOST
PRIOR TO DEPARTURE			
DETERMINE LEAD HOST			
ASSEMBLE PAIRINGS: Men & Women; Check Indexes			
PHONE ALL LADY GOLFERS TO VERIFY THEIR 18-HOLE INDEX			
DETERMINE PAYOUT: Men & Women SWEEPS PRIZES			
PREPARE ENVELOPES: Men & Women SWEEPS			
RECEIVE SWEEPS MONEY FROM TREASURER			
GET NEEDED BILL DENOMINATIONS			
STUFF ENVELOPES: Men & Women SWEEPS			
PREPARE ITINERARY, RULES, MAP, SURVEY, FOR HANDOUT			
MAKE COPIES OF HANDOUT			
SET UP LAPTOP COMPUTER DATA: Store data on flash drive or laptop			
PREPARE/PRINT SCORECARDS: All rounds, Men & Women			
DETERMINE MAXIMUM PAYOUT: Men & Women BUY-IN PRIZES			
PREPARE ALPHA NAME BUY-IN LISTS: Men & Women			
ASSEMBLE ROUTINE SUPPLIES: Pens/pencils, stapler, paler, rubber bands, colored markers, etc.			
BRING COPIES OF SCHEDULE (THIS YEAR'S & NEXT YEAR'S)			
AT RECEPTION			
GO OVER THE WELCOME PACKAGE & PAIRINGS			
GO OVER THE RULES & DIRECTIONS TO COURSES			
RECOGNIZE "FIRST-TIMERS"			
MENTION FEEDBACK FORMS - SAVE FORMS FOR BANQUET			
ANSWER QUESTIONS			
ADDITIONAL DUTIES FOR TOURNAMENTS WHERE COMMITTEE HANDLES ENTRY FORMS			
ACCEPT APPLICATIONS			
PREPARE RECEIPTS REGISTER/FORWARD FUNDS TO TREASURER			
MAKE UP ROOM LIST FOR HOTEL (if applicable)			
AT TOURNAMENT SITE			
AT REGISTRATION COLLECT BUY-IN MONEY			
DETERMINE CORRECT PRONUNCIATION OF ALL NAMES			
COLLECT SCORECARDS AT GOLF COURSE			
CHECK SCORECARDS			
READ/ENTER TEAM SCORES INTO COMPUTER			
DETERMINE DAILY BUY-IN WINNERS			
STUFF ENVELOPES FOR DAILY BUY-IN WINNERS			
FINALIZE DAILY BUY-IN WINNERS LISTS FOR PRINTING/PRINT LISTS			
DETERMINE SWEEPS WINNERS			
FINALIZE SWEEPS WINNERS LIST FOR PRINTING PRINT LISTS			
FINALIZE/ADJUST PAYOUT FORMS FOR SWEEPS & BUY-IN			
AT THE BANQUET			
MASTER OF CEREMONIES - HANDLE THE MICROPHONE			
AWARD OF MONEY			
HIGHLIGHT FUTURE SCHEDULE			
HIGHLIGHT www.sirstategolf.com			
COLLECT FEEDBACK FORMS			