



pte golf

"Helping Professionals Look More Professional"

Web: www.ptegolf.com Phone: 561-630-5205

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Tournament Responsibilities

Tournament: _____

Date: _____ Time: _____ Crossover/Shotgun Course: _____

Professionals Attire: _____

Golf Shop Attire: _____

Bag Room Attire: _____

Professional in Charge of Tournament _____

Tournament Duties Assigned To:

<u>Task</u>	<u>Initials</u>	<u>Task</u>	<u>Initials</u>
Pre-Tournament			
Alpha List	_____	Tables with PTE Golf Table Covers	
Announcement to Players	_____	-Registration	_____
Check Closest To Pin Kit	_____	-First Tee	_____
Check PTE Rules Bag	_____	-Tenth Tee	_____
Favors / Prizes	_____	-Practice Range	_____
Format Sheet / Booklet	_____	-Water Table	_____
Gate Alpha / Signs (Arrival)	_____	PTE Golf Tournament Case:	_____
Guest Bag Tags Made	_____	-First Tee	
Make Copies of Format	_____	-Tenth Tee	_____
Mark Hole Placement	_____	-Practice Range	_____
Mark Tee Placement	_____	-Starters Area	_____
Memos to Staff	_____	PTE Golf Shotgun Hole Markers	_____
Microphone / P.A.	_____	Welcome Banner	_____
Notify:		Water Coolers w/ PTE Golf Covers	_____
-Front Desk	_____		_____
-F&B	_____		_____
-Locker Room	_____		_____
-Superintendent	_____		_____
-Valet	_____		_____
Pairing List	_____		
Pairings on Cable	_____	During Tournament:	
Post Signs in Cart Area	_____	Beverage Station Check	_____
Prize Breakdown	_____	Empty Trash Cans	_____
Rangers	_____	Charge Players	_____
Rules Sheet	_____	Cut Extra Score Sheets	_____
Scoreboard Banner	_____		
Scoreboard Set-Up	_____	Post-Tournament:	
Score Cards	_____	Call in Hole in One Newspaper	_____
Score Sheets	_____	Results to in House Cable TV	_____
Security Flyer	_____	Gift Certificates	_____
Staples Removed on Scoreboard	_____	E-Mail Results to Players That Night	_____