

Event Plan Checklist

Once your event has been booked at the preferred ClubLink property, the following suggestions are intended to assist you with prioritizing your event planning and contribute to the success of your outing.

Three Months Prior to Event

- Establish guest list and send out invitations that include location, time, dress code, itinerary and directions to golf course.
- Make contact with club specific coordinator, overseeing your event for golf and food and beverage requirements.

Six to Eight Weeks Prior to Event

- Provide bag drop requirement details
- Arrange for participant reception and registration (location and time)
- Provide all materials for distribution to guests at reception area (if applicable)
- Discuss any sponsor involvement (if applicable)
- Review corporate merchandise giveaway requirements
- Review "Longest Drive" and "Closest-to-the-Pin" locations
- Make arrangements for golf shop signing privileges
- Establish scoring format (location and time)
- Discuss hole-in-one procedure (optional provision)
- Arrange for guest bag tags (personalized), necessary rental clubs, group photography, etc.

Six to Eight Weeks Prior to Event (Food and Beverage)

- Establish food and beverage requirements
- Select menu items (time and location)
- Make cash or host bar arrangements (time and location)
- Make wine selections
- Hire DJ or keynote speaker (if applicable)
- Arrange for room set-up requirements (ie. table configurations, dance floor, prize table, podium, AV requirements etc.)
- Make provision for special halfway house and/or beverage cart arrangements

Four to Six Weeks Prior to Event

- Confirm menu selections
- Confirm wine selections
- Confirm arrangements for room set-up
- Confirm corporate merchandise order delivery date

Seven Days Prior to Event

- Provide guaranteed number of participants for golf and food and beverage
- Make arrangements for any necessary storage with Corporate Event Coordinator and/or food & beverage manager

Please note: ClubLink reserves the right to limit the number of stored articles and will not store items longer than 24 hours prior to the scheduled event.

Two Days Prior to Event

- Provide the respective golf club with an alphabetical and foursome list of guests.

Discussing the aforementioned information with the club specific coordinator will ensure that the details of your event will be executed in a professional manner.