

CWGA 18 TEMPLATE FOR TOURNAMENT SUMMARY

Today's date:

Subject: Name and Date(s) of the Tournament

From:

Chairladies and Committee Members:

Other helpers / volunteers

Cost PP: (if applicable)

Budget: Lunch costs, prize money, etc.

Caterer?

Reception?

Tournament Planning / Preparation / Communications to CWGA 18

Golf / Description of Tournament:

Number of participants, # flights, Format etc.

Hole events?

Scorecards preprinted?

Winners: General Description and see attached payout sheets

50/50 and Door Prizes: ?

Photographs / Names of Winners provided to Publicity Chairlady:

Future Recommendations: (What worked well, what didn't etc.)

Other: