WAYPOINT™

TOURNAMENT SOFTWARE

TOURNAMENT DAY CHECKLIST

DAY OF TOURNAMENT CHECKLIST

** Arrive at course 2.5 hours before the tournament starts.*

	ASSIGNED TO
☐ Check in with the Head Pro & confirm numbers from your WayPoint player report.	
☐ Set up a "command centre" for sponsors & volunteers to check in. This can be at the main registration table.	
☐ Set up any hole and/or sponsor signage for on and off the course.	
☐ Confirm practice facility is open ready for use before the first tee time.	
☐ Confirm time and number of guests for lunch/dinner from your personalized WayPoint report with the Kitchen Manager	
☐ Set up registration table and voluteer sign-in. Have schedule prepared for any volunteers with their assigned duties.	
☐ Co-ordinate golf carts for players. Have spare carts available to be used for staff during the tournament.	
☐ Distribute volunteer schedule with assigned duties at sign-in. Schedule a meeting before guests arrive.	
☐ Create social media links/hashtags to be released before the tournament start to engage participants.	
☐ Set up any tents, tables or chairs that will be required on-course during the tournament.	
☐ Display grab bags and other prizes for guests to view.	
☐ Co-ordinate with photographer prior to guests arrival.	
☐ Set up silent auction table, bid sheets and displays.	
☐ Register all participants through the online WayPoint registration page.	