Trip Checklist

- Confirmations sent to people as they register
- Entertainment (contract)
- Due date for Rooming List _____
- Dates for Deposits (Both for Golf and Hotel)

    _____
    _____
    _____
    _____

- Due date for Golf Pairings to the Courses _____
- Make sure that a notation is made by those receiving mulligans on the pairings that are sent to the courses
- Follow up with Hotel on food, special set ups (DJ, dance floor), rooms
- Follow up with Golf Courses
- Newsletter sent with directions, phone numbers
- Make sure that all payments are received from people attending
- Name Tags
- 50/50 raffle signs and tickets
- Program with pairings
- Give/take ride forms
- Prizes or certificates
- Registration table
- Surveys