

Hosting Club Checklist 2025

At least 2 Weeks Prior to Event

- Make sure you have the Hosting Club Container for the Event. This should have been provided to you at the close of the prior event. The container includes the GCWGA Tee Markers and the table tents for use in the dining room.
- Go to the Gulf Coast Website and verify the club pro who should be receiving the Team Rosters is listed first under your club on the Club Information page or Club Information at the top of your team page. (They are coming from the same table).
- If updates are needed to the Club Pro's information (Name and email are really the most important pieces of information), you can Edit the information on the Club Information table for your club. Just like editing your roster.

This step is important since all the Team Rosters for an event will go to the email address for the first pro listed. A copy will also go to the club rep.

- Make sure your Food and Beverage folks have the details for setting up the room for the event. Provide them the Event Setup Guide.
- Provide the Event Setup Guide to your Golf Pro along with the Pace of Play Guidelines.

4 Days Prior to Event

- The deadline we set for sending Team Rosters is 4 days prior to the event as listed on the website on the Schedule page. At this point you should have received all the team rosters. If any teams are missing, you will need to reach out to the team rep for that club. You can lookup emails in the Member Directory on the website.
- Meet with your Golf Pro to make sure they don't have any questions about how to setup the event. If they have questions you cannot answer, reach out to the league President or Vice President.
- Make sure that Gate Entry is notified so that we can get in without a problem.

2 Days Prior to the Event

- Make sure your pro shop has setup the event in Golf Genius and get a copy of the tee sheet they created.
- Review Pace of Play Guidelines with the Pro Shop and let them know we expect their support enforcing this Pace of Play. The rangers should not be shy about asking groups to split if there is an open hole in front of them. Hopefully, our players will self-enforce the Pace of Play Guidelines, but if not, the rangers are welcome to.
- Check in with Food and Beverage and make sure there are not any questions. Also check to see if Podium, Microphone and TV for Scoring is available.

Day of Event – Prior to Shotgun

- Check in with the Pro Shop and make sure the carts are all set with scorecards and local rules.
- Closest to the Pins are on the Par 3's
- Gulf Coast Tee Markers are on the tees that we play.
- If any other questions or concerns, always reach out to a board member.

Day of Event – After Play

- Assist in making sure the closest to the pins are in and that the tee markers are returned