

## **CHECK LIST FOR OUTING COORDINATOR**

_____ <b>SELECT DATE AND TIME FOR EVENT</b>	<b>STARTING MARCH 1st</b>
_____ <b>MAIL SIGNED CONTRACT AND DEPOSIT</b>	<b>10 DAYS AFTER BOOKING</b>
_____ <b>CHOOSE MENU AND FOOD SERVICES</b>	<b>UP TO 30 DAYS PRIOR</b>
_____ <b>ADVERTISE TOURNAMENT TO RECRUIT PARTICIPANTS- DEADLINE SHOULD BE 30 DAYS PRIOR TO EVENT</b> (Include information regarding CCNB policies)	<b>6 MONTHS TO 60 DAYS PRIOR</b>
_____ <b>ORDER SPECIAL OR LOGOED MERCHANDISE</b>	<b>45 DAYS PRIOR</b>
_____ <b>30 DAY ASSESSMENT CHECK</b> _____ <b>\$ RAISED FROM SPONSORS</b> _____ <b>PRIZES FOR RAFFLES-DONATIONS</b> _____ <b># PEOPLE REGISTERED &amp; PAID</b> _____ <b>DO YOU EXPECT MORE? CALL THOSE WHO HAVE NOT RESPONDED</b>	<b>30 DAYS PRIOR</b>
_____ <b>FINAL COUNT FOR PLAYERS AND FOOD</b>	<b>10 DAYS PRIOR</b>
_____ <b>PAYMENT DUE IN FULL FOR EVENT</b>	<b>7 DAYS PRIOR</b>
_____ <b>PAIRINGS DUE AT PRO SHOP</b>	<b>7 DAYS PRIOR</b>
_____ <b>CONFIRM ANY LAST MINUTE DETAILS</b>	<b>2 DAYS PRIOR</b>
_____ <b>SPONSOR SIGNS DELIVERED PRO SHOP</b>	<b>1-3 DAYS PRIOR</b>
_____ <b>REGISTER PLAYERS AND GIVE AWAY PACKETS</b>	<b>DAY OF</b>

**WE AT CCNB HOPE THIS CHECK LIST WILL ASSIST YOU IN RUNNING YOUR EVENT MORE EFFICIENTLY AND ENSURING YOU ENJOY YOUR DAY.**