

# GOLF EVENT PLANNING CALENDAR



Palmetto Dunes Oceanfront Resort can accept group reservations up to one year in advance. We encourage you to discuss re-booking your event with us for the following year on the day of your current event. The market for golf events on Hilton Head Island is ever increasing and this is the best way to ensure your choice of date.

The following golf event planning calendar has been prepared to assist you in the planning of your event at Palmetto Dunes Resort.

*For more information, please call our Golf Group Coordinator at 843-686-9630. Visit: [PalmettoDunes.com](http://PalmettoDunes.com)*

☑	PLANNING	TIMELINE
<input type="checkbox"/>	Evaluate your needs —approximate number of players, style of event, general food and beverage needs	Six Months - One year in advance
<input type="checkbox"/>	Select a Golf Chairman within your company to assist you if needed	Six Months - One year in advance
<input type="checkbox"/>	Select dates and courses required, secure with a contract and deposit	Six Months - One year in advance
<input type="checkbox"/>	Send information about courses and event to potential attendees	90 - 120 days in advance
<input type="checkbox"/>	Send info to sponsors on possible sponsorship opportunities —contest prizes, food and beverage, etc	90 - 120 days in advance
<input type="checkbox"/>	Determine transportation needs —private vehicles, hotel shuttle, transportation company	90 - 120 days in advance
<input type="checkbox"/>	Place order for any logo merchandise to be used as tee gifts —provide your corporate logo to golf coordinator	60 - 90 days in advance for special orders
<input type="checkbox"/>	Gather handicaps and rental club needs (right/left handed) from players if needed	30 - 60 days in advance with registration
<input type="checkbox"/>	Select scoring method, contests and prize categories. Pre order gift certificates and/or merchandise for prizes	30 days in advance
<input type="checkbox"/>	Make food and beverage selections and advise of any registration needs	30 days in advance
<input type="checkbox"/>	Inform players of dress code, tee times, special instructions	7 days in advance
<input type="checkbox"/>	Provide course with final golf numbers	7 days in advance
<input type="checkbox"/>	Finalize all details with Group Coordinator	72 hours in advance
<input type="checkbox"/>	Provide course with food and beverage guarantees	72 hours in advance
<input type="checkbox"/>	Send pairings to the course, including club rental needs	48 hours in advance
<input type="checkbox"/>	Distribute pairings and any necessary instructions to the players	48 hours in advance
<input type="checkbox"/>	Ensure guests arrive at the course in time to warm up prior to play. For shotgun tournaments be sure to allow about an hour for arrival, registration, warm up, instructions and time to drive to starting holes	Day of event
<input type="checkbox"/>	Re-book your event for next year	Day of event



**PALMETTO DUNES™**

OCEANFRONT RESORT

HILTON HEAD ISLAND