

SAWGA CHAMPIONSHIP TOURNAMENT AWARDS BANQUET CHAIR

1. Work with Tournament Chair to select a site for Awards Banquet if not already reserved. Get approval for site selection from SAWGA President.
2. Select the menu; make arrangements for head table, microphone, podium, no host bar, registration table, table for raffle prizes, table for trophies, and skins from final day and table decorations.
3. Have the following in writing:
 - a) Reservation agreement
4. Obtain the banquet entry forms from the Publicity and Graphics Chair and give entry forms to each club to distribute the beginning of August. This form will also be emailed to every Sawga member by the Treasurer.
5. Form with checks will be sent to the SAWGA Treasurer. The Treasurer will send you a list of the those that have paid and keep you updated as they come in. The treasurer will provide you with a check for the day of the banquet.
6. Plan to arrange all trophies, awards and prizes in front of the podium. Finalize table decorations for attendees and arrange table seating so clubs can sit together. In coordination with the SAWGA President prepare and print programs for the banquet.
7. Prior to the banquet, recheck with the facility and confirm all details.
8. **Contact all Junior Reps two weeks before the Awards Banquet. Remind them they are to bring a raffle basket from their Pro to the Awards Banquet.**
9. Collect all raffle prizes.
 - a) Make arrangements for tables/chairs for those who will be selling the raffle prize tickets.
 - b) Conduct drawings.
 - c) Send a letter of appreciation to the Club Pros thanking them for their gifts on SAWGA letterhead after the banquet. (SEE ATTACHED SAMPLE).
10. Obtain items and tickets for the Awards Banquet raffle, if applicable. Tickets will be sold on all three tournament days and Awards Banquet. The raffle ticket money received at the Tournament will go into the tournament fund and the raffle ticket money received at the Banquet will go into the general fund. It is very important for the tournament to push the tournament sale of raffle tickets. It will allow the tournament to function on a higher level. The winners need not be present to win. Must have \$60 in cash available for change and

a volunteer to write name/or number at the Awards Banquet. Give the raffle money to the SAWGA Treasurer at the Banquet.

11. Assist the Tournament Chair and Lead Sweeps Chair before and during the tournament.
12. Prior to the Fall SAWGA Meeting, meet with the tournament committee and submit your report for any recommendations. These recommendations should be updated on the current forms and sent to the webmaster to put on the website.



SPOKANE AREA WOMEN'S GOLF ASSOCIATION
 "Promoting the best interests of golf among its member since 1948"

SAMPLE: **THANK YOU LETTER**

(Remove above info and all prompts before mailing)

Date

NAME

ADDRESS

City, State, Zip

Dear

Please accept our sincere gratitude for donating to this year's Spokane Area Women's Golf Association annual Championship Tournament Awards Banquet raffle prizes. Your donation of _____ was greatly appreciated and boosted our ability to sell tickets deferring the costs of prizes and various expenditures for our Championship Tournament.

Our Championship Tournament and Awards Banquet are completely supported by contributions from the women's golf clubs and individual contributors. The expense of putting on the tournament and banquet this size are considerable and we appreciate your patronage. On behalf of the Championship Tournament Committee I thank you for your support and generous donation.

Sincerely,

Name, Title

Address

City, State, Zip