

SAWGA CHAMPIONSHIP TOURNAMENT PUBLICITY & GRAPHICS CHAIR

1. You are responsible for all the tournament graphics. Once the theme has been decided you may start to work on graphics for the tournament, which include entry form, tournament posters, KP & LD signs, sponsor signs for tee boxes and banquet entry forms.
2. When you complete the tournament entry forms, email the file to the Web Coordinator, to post on the SAWGA website. This needs to be in a PDF format. The Treasurer will email the entry forms for the tournament and banquet to every Sawga member.
3. Have approximately 200 of the tournament entry forms printed. Keep a master copy of printed material. Place 10 entry forms in an envelope or folder and take to all courses by July 1st. You can also take them to a Sweeps or Numerica Cup Event and give them to the President or the Jr. Rep of each club.
 1. It should include the following information:
 - a. The three courses being played with dates
 - b. Starting tee time for each course
 - c. Flight information, ie. Championship plus four flights
 - d. Cost of entry. Currently the entry fee is \$40 early bird special/\$45 after August 1st
 2. The return part of the form should include:
 - a. Deadline (about 2 weeks prior to tournament date)
 - b. Name and address of the SAWGA Treasurer to send the entry and money to,
 - c. Player name,
 - d. Player GHIN number,
 - e. Home Club
4. When you complete the Banquet entry forms, email the file to the Web Coordinator, to post on the SAWGA website by August. This needs to be in a PDF format.
5. You are responsible for the Awards Banquet entry forms and posters. The banquet entry forms and posters will be delivered to the clubs the 1st of August by the Banquet Chair. Have approximately 200 of the forms printed on different colored paper than the tournament entry. The form will be emailed to every Sawga member by the Treasurer. Keep a master copy of printed material.

1. It should include the following information:
 - a. The location, time and date of the banquet.
 - b. Menu and the price including tax and gratuity.
 - c. The deadline for reservations. Checks must accompany the reservation.
 - d. MAKE CHECKS PAYABLE TO SAWGA. No refunds.
 - e. Name and address of the SAWGA Treasurer to receive entries.
6. In early September, contact local media and let them know when and where the Championship Tournament will be played.
7. Assist the Tournament Chair and Lead Sweeps Chair before and during the tournament in the areas of publicity, scoring and any other jobs that may need done.
8. Prior to the tournament, get the Championship, Sweeps and the B.J. Hulteng trophies from last year's winners. Put the trophies on display during the tournament. After the tournament give the trophies to the President to have them engraved.
9. Provide a camera/photographer (volunteer) for the first day of the tournament and the Awards Banquet for the SAWGA Website.
10. Assist the Tournament Chair at the Awards Banquet.
11. 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.

SAMPLE PRESS RELEASE

August 31, 2023

Press Release: SAWGA 2023 Championship Golf Tournament

Dates: Sept 5-6-7

Contact: Susie Luby

509-868-9468

susieluby@gmail.com

The Spokane Area Women's Golf Association (SAWGA) will host its annual Championship Golf Tournament September 5th, 6th and 7th. The tournament will be played at Chewelah Golf and Country Club, Wandermere Golf Course and Esmeralda Golf Course. The field of over 100 amateur golfers from the 11-member Association will compete in one of five divisions. Award winners for gross and net for each division along with closet to the pin and long drives for each day's competition will be announced at the SAWGA Awards Banquet to be held September 29, 2023 at Darcy's Convention Center in the Spokane Valley. SAWGA is committed to promoting the best interests of golf among its members.