



**SUNSET RANCH**  
GOLF & COUNTRY CLUB



**Tournament  
Planning  
Guide**



# Golf Tournament Checklist

## 30 Days Prior to Event

- Make Final Menu Selections
- Make Final Decision on Add Ons
- Update Sunset Ranch on current numbers of golfers and anticipated final numbers.
- Update Sunset Ranch is required number of rental sets are above 20
- Create a Schedule of Events and Timeline for the day.
- Provide Sunset Ranch with any Audio / Visual requirements

## 14 Days Prior to Event

- Confirm Final #'s for Golf.
- All minimum numbers are required to ensure we have adequate times reserved. This will be the minimum numbers of golfers invoiced for.
- Have all on course liquor sponsor forms into Sunset Ranch
- Work with Sunset Ranch Team to create floor plan for Dinner / Prizes / Auctions

## 3 Days Prior to Event

- Provide Tee Sheet Draw to Proshop
- Provide any required sponsor logos
- Drop off Cart Signs / Tee Signs
- Final Dinner Numbers are due here. This will be the minimum final number for billing
- Please send all final dietary restrictions to Sunset Ranch
- Confirm any on course games including KP's, Hole in Ones and Long Drive Markers

## Day of the Event

- Inform Golf Course of Arrival Time
- Drop off any outstanding items
- Inform of any name changes. Please note day of reprinting of cart signs etc. may not be available
- Place any give away items in the carts once staged
- Enjoy the day!
- After event, please take away all items brought (no storage available)

# Golf Tournament Planning Assistant



## On Course Games / Hole in Ones

- Recommended KP Holes
  - Ladies #8 and/or #17
  - Mens # 5 and/or #15
- Recommended Long Drive Holes
  - Ladies #16 and/or #1
  - Mens # 7 and/or #18

### Recommended Hole in One Holes

- #5 - 159 Yards
- #12 150-172 yards
- #15 172-205 yards
- #17 159 - 220 yards

Please confirm with your hole in one insurer as to the minimum yardage. Hole #8 does not meet minimum yardage for most insurers

## Additional Information:

- Silent Auctions- We provide all the tables required
- Cart Name plates, We provide with a small sponsor logo
- Rules Sheet, We can supply with a set of rules based on your format
- Recommended Tee Boxes:  
Men's: White tees  
Ladies: Red tees

## Need Sponsor Signage Made:

**See our Friends at SignCraft**  
**250-491-8600**

## On Course Sponsor Holes

Sponsors are provided with 1 table and 2 chairs for each hole. Additional tables, chairs, tents will be the responsibility of the sponsor. All hole sponsors must:

- Arrive no less than 90 minutes prior to golfers arriving at your hole. Late arrivals may result in being delayed getting to your hole as our staff will be assisting arriving golfers.
- Be responsible for your own Ice, Cups, Garbage and leave your hole neat and tidy at the completion of event
- Due to New BC Liquor Laws all Alcohol must be purchased via Sunset Ranch Golf and Country Club. Sponsor package rates are available at a discounted price. Any unauthorized alcohol on the hole will result in the immediate removal from our property without warning.
- We recommend a maximum of 3 sponsor holes providing alcohol. With the Beverage Cart, Concessions and on course holes, ensuring the safety of our guests is paramount. The General Manager of Sunset Ranch will have the sole authority to limit Alcohol provided on the golf course. We Strongly recommend tournament offering alcohol on the golf course provided options for safe rides home. Sunset Ranch can assist in this.

### Note About Sponsor Holes:

Every Sponsor hole on the course adding a GAME, ACTIVITY, FOOD ITEM or DRINK ITEM will add about an additional 5 minutes per hole to the round of golf. 18 Sponsor Holes will roughly add 1.5 hours to the length of time to complete the round of golf. Average pace 4.5 Hours, 18 Sponsors 6 Hours

# ORDER FORM - SPONSOR HOLE BEVERAGES

Due to BC Liquor Laws, Sunset Ranch does not allow any outside alcohol on our property- POLICY STRICTLY ENFORCED



**Company details :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Email :** \_\_\_\_\_

**HOLE #** \_\_\_\_\_ **DATE of EVENT #** \_\_\_\_\_

Item Description	Quantity	Price	Total
Coors Light / Coors / Canadian		5.00	
Local Craft Beer -Lager		4.50	
VIZZY Seltzer		5.00	
ARIZONA HARD ICED TEA		5.50	
Bottles of Water		1.50	
26oz Bottle - includes 2 mix / Cups / Ice			
Smirnoff / Bombay / Cpt Morgan		129.00	
Baileys / Butter Ripple / Crown Royal		134.00	
Tequila / Jagermeister /		139.00	

## Notes

- All orders must be paid at the clubhouse to product being delivered to the hole
- Sorry no returns for unused products
- Additional products can be ordered throughout the day by calling the Clubhouse 250-765-7700 ext 2
- Staff to serve at your hole available at 25\$ per hour - 72 hours notice required

**Subtotal :** \_\_\_\_\_

**Tax :** *Taxes are included in pricing*

**Service Charge: 10%** \_\_\_\_\_

**Total :** \_\_\_\_\_

**Email orders to**  
**Paula@sunsetranchbc.com**

# CHECKLIST OF INFORMATION REQUIRED

For Sunset Ranch to successfully run this event we require information in a timely manner to prepare our team



**Tournament Name :** \_\_\_\_\_

**Tournament Date:** \_\_\_\_\_

## Golf & On Course Details

List of Teams and Desired Starting Holes on Excel Sheet - Deadline 3 Days Before Event

On Course Requirements for Sponsors - # of Holes, # of Tables and Chairs - Deadline 7 days

On Course KP, Long Drive, and on course game requirements - Deadline 3 days Before Event

Sponsor Liquor Order Forms emailed to us - Deadline 3 days Before Event

**All Details sent to [HP@sunsetranchbc.com](mailto:HP@sunsetranchbc.com)**

## Food and Beverage Details

Banquet Details- Tables required for prizes, silent auctions etc - Deadline 7 days before event

Any severe food allergies - if any - 7 Days before event

Final Dinner Menu Selections - Deadline 14 Days Before Event

Any Audio Visual Requirements - Microphone, Screen, Projector - 3 days before event

**All Details sent to [monika@sunsetranchbc.com](mailto:monika@sunsetranchbc.com)**

## Drop Off Details

Signs, Tents and anything that will be set up on the course in the morning must be dropped off the day prior.

**Did you know we offer great prize packs for events for PRIZES**

+ 25% off all Shirts, Bags, Hats

Did you know we do tee gifts for tournaments. Logo Balls, Shirts, Hats, even a Pair of Footjoy Golf Shoes for every player! Ask Keith ([HP@sunsetranchbc.com](mailto:HP@sunsetranchbc.com)) for Details

**Great Items from Titleist, Footjoy, Adidas, Puma, Under Armour**