

TOURNAMENT SERVICES

The “St. Andrews” Package

(Services commence minimum 45 days prior to event date)

1. Pre Event Services

- Establishing Client’s Objectives
- Identifying Scope of Services
- Recommending Format Options
- Preparing Time Table & Action Schedule
- Preparing Event Budget Forecasts

2. Course Coordination

- Prepare Venue Options
- Offer Costing for Golf, F & B and Miscellaneous
- Secure Course Bookings
- Arrange Banner Locations and Installation
- Confirm Menu, Seating, F & B Arrangements

3. Invitation

- Present Invitation Design Options
- Develop Printing Schedule
- Labelling for Invitations
- Free delivery of Invitation (in Jabotabek area only)
- Invitee Follow up (R.S.V.P.)

4. Trophies

- Present Trophy Options
- Logo & Engraving Design
- Recommend Quantities / Sizes
- Ordering
- Receipt of Delivery
- Preparation for Event Day

5. Programme / Publication

- Present Options
- Recommend Size, Quantity and No. of Pages
- Prepare Pagination
- Prepare all Non Sponsors Pages (text)
- Collecting Sponsor’s “Ready” Material
- Editing of Content
- Preparing Product for Client’s approval

6. Goody Bags

- Present Options
- Preparing Product for Client’s approval
- Ordering

- Receipt of Delivery
- Preparation for Event Day

7. Entertainment

- Recommendation for Master of Ceremonies, Musicians and Photographer
- Liaison and Bookings
- Prepare Schedule and Programme for Event Day

8. Signage

- Collection of Sponsor's Signage
- Design & Preparation of Event Signage (Novelties Banners, Corporate Banners, Backdrop, Caddie Vests, Tee Markers, Pin Flags etc.)
- Allocation and Placement on Course
- Production of Personalised Locker Tags

9. Tournament Day

- Players Registration
- Goodie Bags, Score Cards and Programme Distribution
- Players Pairings and Hole Assignment
- Preparing and distributing of Format & Rules
- On course Hospitality Services
- Coordination of F & B Services throughout the day
- Scoring and determination of Winners
- Preparation and Coordination of Prize-giving and Award Ceremony

10. Lucky Draw, Prizes & Novelties

- Recommendation for Number of Prizes and Type
- Purchase of Prizes
- Wrapping and Numbering
- Preparation for Tournament Day
- Recommending Hole in One Prizes Options

11. Post Event Services

- Return all Material to Sponsors and Clients
- Preparation of Post Event Report
- Compiling Photographic Albums
- Compiling Event Financial Report

***Please contact Golf Events Indonesia to quote you services fee for
The "St. Andrews Package"***

Effective from 1st January ~ 31st December 2008

