

Golf Tournament Guidelines

**** We request that all reservations and payments made before the golf tournament be run through HAO as to help expedite the reconciliation process. ****

***** Checks need to be made payable to the Houston Alumni Organization. *****

Within the week before the Golf Tournament please pay attention to the following items:

- 1.) Please make arrangements to have a credit card machine present at the tournament. Manual credit card machines can be checked out in the HAO office or an HAO employee can bring the electronic credit card machine. Please make arrangements as soon as possible to reserve a machine.
 - Please note we do not accept Discover. *
 - Please note that we do not give out petty cash for any event.
- 2.) If you need hole signs for the tournament please call ahead to be sure they will be available when you need them as, occasionally, the tournaments do overlap. If they are available, please come pick them up 2-3 days before the golf tournament. Hole signs must be returned within 3 days. The group will be charged for any hole signs that are not returned.
- 3.) If by 3 p.m. the business day before the golf tournament you have not received an updated spreadsheet, please call 713.743.0828 and request that one be sent as soon as possible.
- 4.) Once the updated spreadsheet is received please print out all columns of the spreadsheet. Usually legal paper with a landscape setup is recommended. Each of the columns will prove beneficial to you at the actual tournament so be sure to have at least one copy with you on the day of the tournament.

On the day of the golf tournament please pay attention to the following items:

- 1.) Make a note of which individuals or teams have not fulfilled their pledges yet and attempt to collect the payment at the golf tournament.
- 2.) Checks need to be made payable to the Houston Alumni Organization.
- 3.) If more individuals or teams show up that had not previously registered please make note on the credit card slip or in the "Note" or "Comment" section of the check what the payment is in reference to. This also applies when someone purchases additional mulligans or auction items.
- 4.) Also, please make note in a separate location of each purchase made and the reason for the purchase, if possible. For example, if a team purchases the

maximum mulligans per person and writes one check please note the check number, the number of mulligans purchased, and what team the mulligans were for on a separate log.

- 5.) The same applies when a cash payment is made. Please write down the person who paid and what was purchased.
- 6.) Make sure to count cash up at the tournament and make note of it in order to have an accurate account on the day of the tournament.

After the golf tournament please pay attention to the following items:

- 1.) When preparing the information to be deposited please break down the revenue into auction, mulligans, individual fees, foursomes, sponsorships, and, if necessary, merchandise. There may be more or less sections depending on the tournament.

Also note that IF merchandise is sold a sales tax will be assessed.

- 2.) Please bring or send in any available checks and cash in with a deposit form. (Please see attached Deposit Form.)
- 3.) Please bring or send all check authorization forms in with the Deposit Form. (Please see attached Check Authorization Form.)
- 4.) The Deposit Form and the deposit should be brought in or sent in within three to five business days after the event.
- 5.) Please have cash already counted before depositing the money with HAO.
- 6.) Make sure that the President or Treasurer has signed off on the check authorization form.
- 7.) Last, but not least, turn everything in together if possible.

Have a wonderful tournament!