

GOLF RETREAT CHECKLIST

- Determine Date and Time(and Alternate Dates/Time) for the Golf Event
- Decide on Destinations under consideration
- Is the location airport accessible for all of your invitees
- Determine Guest Room Needs
 - How Many Guest Rooms are Needed per Night
 - What is the Breakdown of Singles, Doubles, Suites
 - Do any or all of the Rooms Need to be on the Same Floor
 - How Will Guest Room Reservations be made? Will Attendees call in or will Reservations be made by one Person?
 - Date the Hotel Needs Rooming List
- Will event space be needed for an awards banquet or ceremony?
- Will Food & Beverage be needed?
 - What is the number of people to served and the times requested
 - Review F & B Menus and Choose Selections
 - Any Special Dietary Requirements
 - What are the Service Charges
- Will Audio/ Visual Services be needed?
 - Do you Need a Podium, Microphone, Stage
- Is extra storage space needed for equipment and is there a charge
- Do you need a hospitality room?
- Create a daily schedule of events/ activities for invitees
- What Activities are nearby?
- Do you need airport transportation
- Do you need transportation in the area?
- Is there self parking available? Cost?
- Who is responsible for the payment of guest rooms and event space?
- How Will Incidentals be handled?
- How Will Final Payment be made? Check, Credit Card, Etc
- Who is authorized to make changes that could result in additional charges?
- Is an Advanced deposit required and by what date?
- Would you like to set-up a Master Bill? If so, what charges can be added to it and who is authorized on it?
- Golf Considerations:
 - Is there Golf on Property
 - How many and which courses are in the area? Compare costs of both the round and transportation to/ from
 - If possible, inspect the course or ask for references. Ask the golf staff for names or 2 – 3 corporate groups that have recently held outings there; then call those meeting planners.
 - Who will be your golf contact? Is there a Director of Golf or a Golf Pro?

