

Corporate league planning brief

Bring one clear proposal to the venue before confirming dates.

Complete the proposal together with the venue. Capacity, price and cancellation terms need agreement before invitations go out.

01 People and dates

Company / organizer

Venue / staff contact

Estimated players and teams

Preferred night / time window

Preferred dates / number of weeks

Roster and contact owner

02 Play and capacity

Format / players per team / holes

Simulator settings / tees / putting

Bays, waves and start times needed

Capacity check against the venue booking calendar

Costs and operating agreement

Corporate league planning brief / Costs and operating agreement

Use the venue quote for the commercial details. Keep score-entry and results links together so the organizer can share them with captains.

03 The venue quote

Season dues / currency

Included bay time

Food, beverage and other arrangements

Cancellation, refunds and make-up policy

04 Running the season

Score entry, weekly results and staff support contact

Launch checklist / invitations / roster deadline

Venue confirmation / date

Company approval / date