Hi State Day Rep,

Happy State Days!

You are the club rep for an upcoming State Day, and I just want to double-check a few things before we do pairings on Thursday.

1. Who will be doing registering for the day?
2. Who will be doing the scoring for the day? Please indicate if it’s you and/or a helper and/or the pro shop.
3. Who should we contact at the pro shop?
4. When is the first tee time?  We typically start at 8.
5. Intervals for tee time?  We typically do 10 minute intervals. Let me know if you want something other than that.
6. Do you have a limit on the number of tee times we can book?
7. Walking versus Carts?  If you know that there will be walking only, please let me know so we can notify the field.
8. Does your shop create scorecards?
9. Anything else we should know ahead of time?

I will be sending out more information on Thursday after we complete pairing.   I will send you the tee sheet with course handicaps, the financial summary sheet, the Closest to the Pin (CTP) sheet, and instructions for scoring.

If possible, please reply with answers prior to Thursday at noon so that we can plan the tee sheet accordingly.

THANK YOU for helping us make it a great day for everyone involved.

Jen