



HOW TO CREATE THE OFFICIAL BOOKLET

Marisa Sgaravatti Trophy / European Ladies' Masters Team Championship

The Booklet must be written in English!

The titles for Marisa Sgaravatti and Masters have to be in different colours!

The Booklet must be published as soon as all players' names are known, i.e. ca. 3 weeks before the start of the tournaments.

1. Covers

- Cover 1**
 - Title Marisa Sgaravatti / Title Masters
 - Date
 - Location
 - Photo of organizing Golf Club
 - Logos of ESLGA, ev. National Golf Federation, Senior Ladies' Golf Association, organizing Golf Club
- Cover 2 + 3**
 - Text or Advertising
- Cover 4**
 - Advertising or Photo Golf Club/ Course

2. Contents

ADDRESSING MESSAGES OF (1 PAGE EACH):

- President ESLGA + photo
- President of National and/or Senior Ladies' Golf Association + photo(s)
- President of organizing Golf Club + photo

COMMITTEES (1 PAGE):

- | | |
|---|------------------|
| - ESLGA Committee | names + function |
| - Championship/Honorary Committee | names + function |
| - Tournament Committee (incl. Referees) | names + function |

GOLF COURSE (CA. 2 PAGES):

- Description of Golf Course (foundation, type of Golf Course, signature hole(s), important tournaments, famous members and players, etc.) + photo(s)
- Scorecard with length, Course Rating, Slope Rating
- Ev. map of Golf Course



IMPORTANT INFORMATIONS (1-2 PAGES):

1. Address Golf Club, tel., e-mail, website
2. Registration where + when
3. Reception / Info Center where, opening times
4. Captains' Information / Pigeon-holes where
5. Club House / Restaurant Opening times, payment, currency
6. Locker Room(s)
7. Club Storage
8. Practice Facilities/Driving Range (money/amount or tokens)
9. Practice Day
10. Tees (red or mixture of red and blue) + Course and Slope Rating
11. Opening + Closing Ceremonies where + when
12. Captains' Meeting where + when
13. Official Dinner where + when
14. First Aid
15. Results on ESLGA website

PROGRAM OF THE WEEK (MONTH ACCORDING TO ACTUAL DATES) (1 PAGE):

Sunday, date	Arrival	Registration at ... from ... to ... hrs
Monday, hrs	Practice round for MST + Masters (see timetable)
	... hrs	ESLGA Committee Meeting at
	... hrs	Captains' Meeting at
	... hrs	Photo-session for Teams (uniform required)
	... hrs	Opening Ceremony – Drinks and small buffet at ...
Tuesday, hrs	1st round: MST + Masters Qualification Stroke play
	... hrs	Delegates' Meeting (ESLGA AGM) at
Wednesday, hrs	2nd round: MST + Masters Qualification Stroke play
	... hrs	Official Dinner at ... (or on Thursday or on last day)
Thursday, hrs	3rd round MST Match play 1st round
	... hrs	2nd round Masters Match play 1st round
Friday, hrs	Final round MST Match play
	... hrs	Final round Masters Match play
	... hrs	Closing Ceremony + Prize Giving at ..., followed by Drinks and small buffet or Official Dinner at ...
Saturday,		Departure



MARISA SGARAVATTI TROPHY:

PARTICIPATING TEAMS MST (2 PAGES):

- In alphabetical order:
Flag + country Captain Team names + hcps

STARTING TIMES PRACTICE ROUND MST (1 PAGE):

- Day + date (+ Course)
- Tee / time / country + ev. time of photo-session
- (provide 2 times – every 9 or 10 minutes)
- Playing order established by ESLGA

STARTING TIMES 1ST ROUND MST QUALIFICATION (1 PAGE):

- Day + date (+ Course)
- Start in 3-balls Tee / time / 3 different countries + player #1 etc. etc.
- Playing order established by ESLGA

STARTING TIMES 2ND ROUND MST QUALIFICATION (1 PAGE):

- Day + date (+ Course)
- Start in 3-balls Tee / time / 3 different countries + player #1 etc. etc.
- Playing order established by ESLGA

STARTING TIMES 1ST + 2ND ROUND MST MATCH PLAY (1 PAGE):

- Day + date (+ Course)
- Flight No. (worst first) / team vs. team / 5 times every 8 minutes
- etc. etc.
-
- Day + date (+ Course)
- Flight No. (worst first)
- loser 1st day vs. loser 1st day / 5 times every 8 minutes
- winner 1st day vs. winner 1st day / 5 times every 8 minutes
- etc. etc.



EV. MATCH PLAY RESULTS – NATIONS MST (1/2 PAGE):

Round 1

Round 2

Final Result

Flight 1

Flight 2

etc. etc.

RULES AND CONDITIONS MST (4 PAGES):

- Document from ESLGA

MASTERS TEAM CHAMPIONSHIP:

PARTICIPATING TEAMS MASTERS (2 PAGES):

- In alphabetical order:

Flag + country

Captain

Team names + hcps

STARTING TIMES PRACTICE ROUND MASTERS (1/2 PAGE):

- Day + date (+ Course)
- Tee / time / country
- (provide 1-2 times – every 9 or 10 minutes)
- **Playing order established by ESLGA**

STARTING TIMES 1ST ROUND MASTERS QUALIFICATION (1/2 PAGE):

- Day + date (+ Course)
- Start in 3-balls Tee / time / 3 different countries + player #1 etc. etc.
- **Playing order established by ESLGA**



STARTING TIMES 2ND ROUND MASTERS QUALIFICATION (1/2 PAGE):

- Day + date (+ Course)
- Start in 3-balls Tee / time / 3 different countries + player #1 etc. etc.
- Playing order established by ESLGA

STARTING TIMES 1ST + 2ND ROUND MASTERS MATCH PLAY (1 PAGE):

- Day + date (+ Course)
- Flight No. (worst first) / team vs. team / 3 times every 8 minutes
- etc. etc.

- Day + date (+ Course)
- Flight No. (worst first)
- loser 1st day vs. loser 1st day / 3 times every 8 minutes
- winner 1st day vs. winner 1st day / 3 times every 8 minutes
- etc. etc.

EV. MATCH PLAY RESULTS – NATIONS MASTERS (1/2 PAGE):

Round 1	Round 2	Final Result
Flight 1		

_____	_____	_____

_____	_____	
Flight 2		

_____	_____	_____

_____	_____	
etc. etc.		

RULES AND CONDITIONS MASTERS (4 PAGES):

- Document from ESLGA



WINNER MST + MASTERS FROM YEAR BEFORE:

- From each winner a photo with **Winner 20..**

PALMARES MST + MASTERS (1 PAGE) :

- Year / Country / Place (Golf Course) / Winner
- (see ESLGA website: --> ESLGA --> Hall of Fame)

SPONSORS + THANKS (1 PAGE):

- Mention sponsors with logo
- (can also be done as advertising page with 1 product, if there are empty pages)

TOURIST ATTRACTIONS, RESTAURANT TIPS, SHOPPING, ETC. (SPARE PAGES)

*For any additional information regarding creating the booklet, please contact
Carol Franz info@eslga.org*

Booklet to be distributed to:

- All Participants including Presidents and Captains (in Information Pack)
- Officials (ESLGA Committee, Referees, secretary, etc.)