

EUROPEAN SENIOR LADIES GOLF ASSOCIATION

HOW TO CREATE THE OFFICIAL BOOKLET

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EUROPEAN LADIES MASTERS TEAM CHAMPIONSHIP

The Booklet must be written in English!

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. Referee) names + function

Golf Course (2-3 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
7. Club Storage
8. Practice Facilities/Driving Range (money/amount or tokens)
9. Practice Day
10. Tees
11. Opening + Closing Ceremonies where + when
12. Captains' Meeting where + when
13. Gala Dinner where + when
14. First Aid
15. Results on ESLGA website

Program of the Week (1 page):

...day, July	Arrival; Registration from ... to ... hrs
...day, July hrs Practice Day (see timetable)
	... hrs ESLGA Committee Meeting at
	... hrs Captains' Meeting at
	... hrs Photo-session for Teams (Uniform required)
	... hrs Opening Ceremony – Cocktail at ...
...day, July hrs 1 st round MST Qualification Stroke play
	... hrs 1 st round Masters 4BBB
	... hrs Delegates' Meeting (ESLGA AGM) at
...day, July hrs 2 nd round MST Qualification Stroke play
	... hrs 2 nd round Masters Stroke play
...day, July hrs 3 rd round MST Match play 1 st round
	... hrs Final round Masters Stroke play
	... hrs Gala Dinner at ... (or on last day)
...day, July hrs Final round MST Match play
	... hrs Closing Ceremony + Prize Giving at ..., followed by Cocktail or Gala Dinner at ...
...day, July	Departure

Participating Teams MST (2 pages):

In alphabetical order:

Flag + country Captain Team names + hcps

Participating Teams Masters (2 pages):

In alphabetical order:

Flag + country Captain Team names + hcps

Rules and Conditions MST (4 pages):

Document from ESLGA

Rules and Conditions Masters (4 pages):

Document from ESLGA

Starting Time Practice Day MST + Masters (1 page):

Day + date

Tee / time / country + ev. time of photo-session

(provide 3 times – every 9 or 10 minutes - for countries with MST + Masters team; provide 2 times – every 9 or 10 minutes – for countries with only 1 team)

Starting Time 1st round MST Qualification (1 page):

Day + date

Start in 3-balls Tee / time / 3 different countries + player #1 etc. etc.

Starting Time 2nd round MST Qualification (1 page):

Day + date

Start in 3-balls Tee / time / 3 different countries + player #1 etc. etc.

Starting Time 1st (4BBB) + 2nd round Masters (1 page):

Day + date

Start in 4-balls Tee / time / 2 different countries + player #1 etc. etc.

Day + date

Start in 3-balls Tee / time / 3 different countries according to results from 4BBB, worst countries first etc. etc.

Starting Time 3rd round Masters (1 page):

Day + date

Start in 3-balls Tee / time / 3 different countries according to cumulative results, worst countries first etc. etc.

Starting Time 1st + 2nd round MST Match play (1 page):

Day + date

Flight No. (worst first) / team vs. team / 5 times every 8 minutes
etc. etc.

Day + date

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.

*depending if worst are playing in a 4-ball or not

ev. Match play Results – Nations (1 page):

Round 1	Round 2	Final Result
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Flight 1

_____	_____	_____

_____	_____	

Flight 2

_____	_____	_____

_____	_____	

etc. etc.

Winner MST + Masters from year before:

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

Palmares MST + Masters (1 page) :

Year / Place / Country / 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)

Ev. Tourist Attractions

For any additional information regarding creating the booklet, please contact Ute Haering secretary@eslga.org or Carol Franz info@eslga.org

Booklet to be distributed to (please print enough copies!):

- *All Participants including Captains (in Information Pack)*
- *Officials*