



KADENA GOLF COMPLEX
Banyan Tree Golf Course, Chibana Golf Course
Unit 5135 Box 10, APO, AP 96368
PHONE: 959-2347 / 1324 Fax: 634-5864



LETTER OF REQUIREMENTS

In order to help us serve you better, there are a few tasks you must complete.

1. The Banyan Tree Golf Course administrative office must receive the Letter of Request no later than 30 days prior to the event to ensure reservation of the requested date. POC will meet with the Tournament Coordinator to discuss details of the event.
2. Requests for use of the Tee House, or food requests from the Tee House need to be coordinated with the Tee House staff, at 959-7509, or 959-7820 at least 21 days in advance.
3. A copy of the tournament player's list must be finalized and received by the Banyan Tree Tournament Coordinator a minimum of 2 days prior to the event. Final estimate of number of players is due a minimum of 8 days prior to the event. Failure to adhere may result in the forfeiture of your requested date.
4. Tournament POCs or coordinators are requested to arrive one hour prior to the event to coordinate last minute details and receives a briefing from a representative of the course.
5. All players are requested to check in at the designated area 45 minutes prior to the event.
6. Players are required to abide by the course rules provided by the Banyan Tree Golf Course.

*Note: Organizations or units may hold a maximum of two tournaments annually.
This includes fundraisers or moral-enhancement events. Tournaments may occur on weekdays only.*

Tournament Fees

E1-E4	\$24.00
E5-Above	\$28.00
MLC/IHA	\$57.00
Local National	\$109.00

Includes greens fees, cart, and tournament fee. Punch cards cannot be used for tournaments.

Club Rental Fees

Regular Set	\$9.00
Premium Set	\$19.00

Dear Tournament POC,

Thank you for choosing the Banyan Tree Golf Course as the host site for your tournament. It is our desire to assist you in any way to make your event as successful as possible. In the following pages, you will find information necessary to conduct a golf tournament.

Formats are chosen by the host organization. The most popular format for morale enhancement or fund raising tournaments is a scramble. In a scramble format, each player on a team (2 to 4 players) hits a shot from the teeing ground. The best shot of the group is chosen and each player then hits from that spot (within one club length no nearer the hole). The process is followed until the ball is holed and one score is recorded for the team. Other popular formats include four-ball and individual stroke play. In four-ball format, teams are comprised of two people. Each player plays his own ball through the hole and the best score of the two is recorded for the team. Individual stroke play pits each player against every other player. If you need help determining the format best suited for your event, please contact the Banyan Tree Golf Course Tournament Coordinator for assistance.

In addition to the format, the POC is responsible for choosing other aspects associated with the tournament. Closest to the pin awards on par threes and longest drive competitions are two ideas that provide incentive for golfers. Also, the selling of mulligan is an effective way to raise money for prizes or for your charity. Mulligans provide players a "do over" on the shot of their choice. A Mulligan may be sold in any increments.

Banyan Tree Golf Course is a full service facility, and the use of our pavilion area is available to all tournaments conducted on our grounds. The Tee House staff is also able to provide food service for your event. Food requests from the Tee House must be made through their staff, phone # 959-7412, 7409 or 7820.

All shotgun start tournaments will begin play in the morning. At least sixty players are required to have a shotgun start. Less than sixty players will go off tee times. **All players must have their own set of clubs. No outside food, beverages or personal coolers are allowed.**

It is our hope that you will receive a full field for your event; therefore, the Banyan Tree Golf Course provides incentive bonuses encouraging you to do so. If you are able to guarantee 120 players for your tournament, the golf course will provide \$250 in Pro Shop gift certificates in denominations of your choice.

Thank you again for choosing Banyan Tree Golf Course. Please read the following letter of requirements and fill out the letter of request. We look forward to assisting you with your tournament. Feel free to contact the golf course staff if you have questions.

Sincerely,

Tournament Coordinator
Banyan Tree Golf Course
959-2347/1334