



## **Closing Check List for First Tee Host**

Guest Services Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please initial when complete*

\_\_\_ Straighten and clean the podium and the area surrounding it.

\_\_\_ Return radio and clipboards to Golf Shop

\_\_\_ Have Golf Shop sign reports

***Golf Shop Signature*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_